

Reference nr. 2936 : Te Houtaewa Maori Charitable Trust

Admin Role for Rongo? M?ori Clinic in Kaitaia Hospital

Volunteer remotely. Our mission is to contribute towards transforming Hauora M?ori from one of our country's most significant health risks to one of our most outstanding achievements for the people of Aotearoa, New Zealand. We maintain a kaupapa M?ori approach to health and wellbeing with practices consistent within a M?ori worldview. Rongo? M?ori Kaupapa is holistic and inclusive, supporting the health and wellbeing of the individual, their wh?nau, hapu and iwi. Enabling M?ori to access culturally appropriate care in M?ori values nurtures cultural identity and affirms the legitimacy of m?tauranga M?ori.

The ability of the Trust to offer these services is only made possible by the continued support of volunteers.

We are currently looking for a committed and reliable admin to support our Rongo? M?ori Clinic in Kaitaia Hospital. This work can be done from home and in your own hours. Ideally, you are able to support us with up to 20 hours a week.

In your role, you will be filing documents and reports online. You should have good computer skills and be comfortable working with Microsoft Office. Experience with Cliniko would be very helpful.

Social media skills to keep our Instagram and Facebook accounts updates is a bonus.

Training

- Induction to Te Houtaewa Maori Charitable Trust and Rongo? M?ori Clinic in Kaitaia Hospital.
- Full training will be supported by management.

Specific requirements

- committed and reliable
- can work virtually and has a computer available
- confident with document filing
- ideally experienced with Cliniko (practice management software)
- good experience with Office 365
- ideally good with social media

When: Any time

Duration: **Long-term**

Area: **Kaitaia - Te Hiku**

Activity: **Administration, finance and accountancy**

1 volunteer needed



- ✓ Police check
- ✓ Virtual
- ✓ Reimburse expenses
- ✓ Reference provided after some time