

## Reference nr. 3192 : The Salvation Army

### Community Ministries Admin

Whangarei Community Ministries (CM) operates from our Whangarei Corps and Community Centre; Assessing, Advocating, Connecting and Engaging with our community towards healthy and sustainable lives.

We are looking for someone to assist our social worker and navigator with administration tasks.

#### Training

On the job training with NZQA accredited training available after qualifying period if volunteers want to do so. Training will be tailored to suit each volunteer.

#### Specific requirements

- Ability to understand and relate to people from a diverse range of backgrounds with sensitivity, care, and patience.
- Understanding of, respect for, and ability to work with The Salvation Army's mission, principles, and Christian ethos
- Self-awareness
- Works well within a team, great working relationships with staff, service users, peers.
- Excellent customer service skills. Including good telephony skills and manner.
- Ability to resolve conflict and to solve problems with tact, discretion and confidentiality
- The ability and confidence to de-escalate clients that may be stressed or aggressive
- Initiative tempered with care and foresight.
- Good organisational skills. The ideal person will prioritise their commitments, using time efficiently and effectively
- Thorough attention to detail, especially in client records, data collection and designated reporting tasks.
- Computer literate, experienced working with client database systems.
- A proactive solution focused approach to problem solving. A practical approach and ability to identify creative solutions.

Duration: **Long-term**

Area: **Whangarei**

Activity: **Catering, stewarding and security**

1 volunteer needed



Police check



Reference provided after some time

When:  indicates time slot options.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<b>Morning</b>		✓	✓	✓	✓		
<b>Afternoon</b>		✓	✓	✓	✓		
<b>Evening</b>							