



Job role being advertised – **Administrator**

Location – **New Plymouth**

The position is - **40** hours per week, - days Monday to Friday

Full Time equivalent: **Full Time (1.0 FTE)**

## **WELLSTOP**

- Collaborative and supportive environment
- Fantastic wellness policies offered
- Opportunities for learning and development
- Aspiring towards working from a Māori world view.

## **The Agency**

WellStop is an innovative and well-established agency. Our aim is to eliminate harmful sexual behaviour in our communities by providing assessment and treatment services to children, young people and adults who present with harmful sexual behaviour. Our Clinicians make a significant difference in the lives of people, whanau, and communities by working with our clients to address and prevent the effects of sexual harm/violence.

WellStop is committed to upholding and protecting the principles of Te Tiriti o Waitangi in our work. We believe in enhancing the mana of whanau through understanding tikanga and building relationships with mana whenua. Together with our network, we commit to whakapapa, rangatiratanga, kaitiakitanga, whanaungatanga and manaakitanga.

## **The role**

We are looking for an **Administrator** to facilitate clients to their respective clinician, manage appointment bookings and cancellations, keep a well-presented reception, meeting rooms and shared spaces, and provide support to staff in the areas of database, client enquiries, referrals and services, catering and events. The role also provides a component of financial support in the areas of invoicing sundry purchasing, and facilities administrative support. Previous experience working with diverse community networks and social services would be an advantage.

We are a supportive, dedicated, and fun team of Clinicians who take pride in the quality of our work. If you think that our mahi is a good match for you, we would love to hear from you.

**The ideal candidate will have:**

- Expertise in Microsoft suite, database management, customer service and self-awareness.
- Have competencies outlined in the job description.
- You may be required to drive so a FULL NZ driver's licence is essential.
- To be considered for this position you must already be located and resident in NZ have either NZ citizenship/residency or a valid NZ work visa already applicable to WellStop.

**What we will provide to you:**

- A great work environment with dedicated colleagues
- Ongoing professional development opportunities
- The opportunity to work creatively and flexibly
- Opportunities to learn Te Reo Māori
- Five weeks of annual leave
- Wellbeing allowance for all staff
- Opportunity to expand your skills.

**A pre-employment police vetting, and safety check are conditions of employment for this position.**

**To apply**

- To view the position description visit our website at [www.wellstop.org.nz](http://www.wellstop.org.nz)
- To apply for this position please email your CV and cover letter to **Sandi Langford** [sandi.langford@wellstop.org.nz](mailto:sandi.langford@wellstop.org.nz) by **5pm Monday 11<sup>th</sup> December 2023**
- For any questions you might have, please contact **Sandi Langford** on **021 349 973**.