



Job role being advertised – **Administrator**

Location – **Palmerston North**

The position is - **32** hours per week, - days **Monday to Thursday**.

Full Time equivalent: **Part Time**

**To be considered for this position you must already be resident in NZ, and have either NZ residency/citizenship or a valid and current NZ work visa already applicable to WellStop.**

## **WELLSTOP**

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

## **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, keep a well-presented reception, meeting rooms and shared spaces, and provide support to staff in the areas of D365 database, client enquiries, referrals and services, catering and events. The role also provides a component of financial support in the areas of invoicing and petty cash, sundry purchasing, and facilities administrative support. 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 satisfying role where you can use your skills to really make a difference in the lives of families who are striving to move beyond sexual abuse
- A great work environment with dedicated colleagues
- Ongoing professional development opportunities
- The opportunity to work creatively and flexibly
- Additional leave - one week of "flexi leave" in addition to four weeks annual leave
- Wellbeing allowance for all staff
- Opportunity to expand your skills to work with a variety of clients.

## To apply

- To view the position description, visit our website – [www.wellstop.org.nz](http://www.wellstop.org.nz)
- To apply for this position please email your CV and cover letter – to [rowena.orpet@wellstop.org.nz](mailto:rowena.orpet@wellstop.org.nz) by 5pm, Friday 15<sup>th</sup> July 2022.
- For any questions you might have, please contact Rowena Orpet, Regional Manager on 06 834 0444 or 027 572 2062.

**Please note you must be located in New Zealand currently, and eligible to work in New Zealand by way of NZ residency/citizenship or a current work visa that is already applicable to WellStop.**

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