



Child Health Administrator/Support Worker Full time

(40 hours per week) Fixed term to 30 June 2020

We are looking for a vibrant Child Health Administrator/Support Worker with excellent data entry and communication skills. Te Puna Manawa *HealthWEST* is based in West Auckland and are committed to providing effective and efficient health services to Central, West and North Auckland communities and Rodney. This role will focus on providing data entry and customer support services as part of our Immunisation Outreach and National Immunisation Register Services.

Our Immunisation Outreach Team focuses on finding children who have not been able to be immunised on time and provides the whanau/caregivers with the opportunity for the child to be immunised at home. In order for our services to be truly effective, our Child Health Administration team works rostered shifts 07:30am – 4:00pm, 8:30 – 5:00pm and 10:00am – 6:30pm. Part of this role will be to contact and engage with clients to book home vaccinating appointments and occasional evening or weekend work will be required to meet our targets.

Flexible hours will be required on the days you support the nurse in the community and occasional representation at community events will also be required.

Preferred Skill Requirements:

- Background in Client Services
- Excellent communication skills
- Understanding of the benefits/importance of childhood immunisations
- Excellent data entry skills and a high level of accuracy
- Experience working in health and/or social community related sector
- NZ Full Driver's licence
- Computer literate (MS Office & databases)

We are a family-friendly organisation, passionate about improving health outcomes for Maori, Pacific and underserved populations. If you have a can-do attitude and love working as part of a great team we would love to hear from you. Please forward your cover letter and CV or any enquiries to careers@healthwest.co.nz to reach us by no later than **Wednesday 10 April 2019**.