



Job Title: Kaihaumaru (Security)
Hours: 37.5 hours per week
Department: Health and Safety
Reports to: Health and Safety Manager

Organisational expectations:

Te Puna Ora O Mātaatua expects all employees to maintain acceptable standards of conduct at all times having regard to the reputation of the Organisation and the welfare of the Clients we serve.

Employees will carry out their duties in a professional manner while observing all codes, legal requirements and policies and procedures of Te Puna Ora O Mātaatua.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and staff are required to have a strong commitment to the principles outlined in the framework.

Flexibility in hours may be required to ensure deadlines are met.

Key Responsibilities:

- Protecting and transporting the safe storage of cavvines and Medical equipment
- Keeping Te Puna Ora o Mataatua (TPOOM) sites, events, and staff safe, comfortable, and whanau-friendly
- De-escalating any whanau and/or situations where manuhiri and clients are displaying unsafe, angry, and threatening behaviours towards staff or others
- Supporting whanau, clients, and manuhiri about where to go for hui or general enquiries they might have with TPOOM staff
- Ensuring the TPOOM Reception area and staff are kept safe, and whanau-friendly for our manuhiri
- Support the administrators to carry out the day to day activities such as transporting fleet vehicles, running errands
- Undertake additional ad-hoc tasks for Reception and Security within reason.

Competencies, abilities and attributes:

- Strong time management and communication skills
- Attention to detail, confidentiality, and professionalism
- Certificate of Approval
- Full driver's license
- Self-motivated and ability to prioritise work
- Ability to work under pressure and ensure designated outcomes are achieved

- Relevant qualifications and/or industry experience in the security industry would be beneficial
- Ability and experience in de-escalation training and strategies would be beneficial
- Ability to engage, develop and maintain relationships with employees and relevant stakeholders of Te Puna Ora o Mātaatua
- Commitment to the Vision and Values of Te Puna Ora o Mātaatua
- Knowledge of Te Reo me ōna Tikanga Māori.