



<b>Tūranga Mahi:</b>	Kaiāwhina Kahotea   Integrated Administrator
<b>Haora:</b>	37.5 hours per week
<b>Wāhi Mahi:</b>	Hapahāpai Matua (Integration)
<b>Kaitautoko:</b>	Kaiwhakahaere Whakakotahi Tāngata (Integration Manager)

### **Kawatau o te Pakahi | Organisational expectations:**

Ko te Poutokomanawa te tūāpapa whakaatu i ngā uara me ngā mātāpono hei whakamahi mo Te Puna Ora o Mataatua.

Ko te whaingā matua, kia tū pakari ngā kaimahi o Te Puna Ora o Mataatua, kia matatau hoki ki ngā āhuatanga o te ao Māori me te ao hurihuri. Kia rere te reo Māori i ngā kōrero whakapapa me ngā kōrero tuku iho o ngā hapū, iwi o Mataatua, Aotearoa. Kia kaha te kōrero Māori i te wāhi mahi, i te kainga, i te marae me te hapori.

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

Te Puna Ora o Mataatua 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, policies, legal requirements, and procedures of Te Puna Ora o Mataatua.

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

### **Āheitanga Matua | Key Responsibilities:**

#### *Puna - Collective Approach:*

- Primarily to provide administration cover to Reception, Healthcare Assistants and Matua Referrals Teams.
- Secondary purpose working within the Integration team to provide centralised admin support to other teams.
- Supporting resources and equipment processes for the organisation (by co-ordinating a collection of items from storage and safe return, regular stock takes).
- Co-ordination of administrative tasks and duties on behalf of the organisation.
- Cover for other administrators as necessary to support leave.
- All other general receptionist duties or other tasks requested by manager.

#### *Manaakitanga - Relationships & Connections:*

- Welcoming visitors by greeting them, in person or on the telephone; answering or referring enquiries and booking appointments for the patients and taking payments accurately.
- Attending to all reception duties and requirements as required including provision of cover to reception.
- Maintain confidentiality of patient and client information at all times.
- Performing typing, scanning, and filing duties accurately.
- Processing patients' new enrolments correctly.

#### *Te Reo me ōna Tikanga - Cultural Expectations:*

- Apply Poutokomanawa principles and values in all interactions.
- Champion Te Reo Māori as a primary means of communication.
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*Rangatira - Quality Expectations:*

- Understand and use practice manuals relating to clerical and operational matters.
- Managing phone calls and correspondence (e-mail, faxed, letters, packages etc).
- Manage room bookings, organise catering for meetings, welcoming visitors and notifying staff of arrival as appropriate.
- Assist with routine examination and diagnostic tests e.g. BP, pulse, temperature, height, weight and BMI.
- Assist in patient assessments and implementation of care plans.
- Prepare and maintain environments and equipment before, during and after patient interventions.
- Understand and apply the principles of cold chain.
- Ensure equipment is cleaned and sterilized in the correct manner and is available for use when required.
- Assist the Register nurse with recall and reminder systems and referrals as appropriate to national screening programmes.
- Assist with provision of information for practice reporting requirements as requested.
- Assisting the clinical team when required to do so.

*Wairuatanga - Balance, Duality, Spirituality & Unity:*

- Maintain a safe and clean reception area (Te Whakarauora o Rehua).
- Participate in delegated wellbeing activities and programmes within Te Puna Ora.

*Tino Rangatiratanga - Self Determination & Accountability:*

- Collecting mail and attending to banking as needed.
- Keeping stock of Office supplies for all sites and place orders when required (typical once per week).
- Purchasing, procurement and associated processes such as expense reimbursements, credit card receipt management.
- Assisting with Office filing and mail outs.
- Supporting the fleet management process for Te Puna Ora o Mataatua vehicle fleet (includes issuing of keys in line with processes).

**Ngā āhuatanga | Competencies, abilities, and attributes:**

- High standard of Te Reo Māori me ōna Tikanga.
- Some working knowledge of clinical environment.
- Experience or willingness to learn the MedTech patient management computer system.
- Strong data entry, clerical, communication, customer service and time management skills.
- Attention to detail, confidentiality, and professionalism.
- Ability to prioritise work and work with little supervision.
- Self-motivated, reliable and trustworthy.
- Experience using Microsoft Office suite of products (including Word, Excel, Outlook etc).
- 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.