

JOB VACANCIES

Ngati Ranginui Iwi Society Incorporated is looking to fill 2 Positions

1 x Support Services Manager

1 x Home & Community Support Services Coordinator

Knowledge and experience of working with Ngati Ranginui Iwi and other Tauranga Moana, Hapu and Marae communities and fluency in Te Reo Maori would be advantageous. Essential attributes for both positions include: Relevant qualification, Proficient in the application of Microsoft Excel, Outlook, PowerPoint & Word programmes; and Current (Full) Driver's License.

1. Support Services Manager

As a result of growth and the priority to ensure that the quality of the organisation's service provision is maintained and developed a new Support Services Manager's position has been established. The new incumbent will be part of the Senior Management Team contributing to the organisation's overall direction and performance. This is a full-time position and key responsibilities include:

- Providing leadership and guidance to the Health and Social services teams;
- The effective and efficient operation of the Health and Social services delivered by Ngati Ranginui Iwi Society and Ngati Ranginui Home & Community Support Services Company Limited;
- Delivery on agreed budgets, KPIs and plans under delegated authority; and
- Representing the organisation and advancing its interests with external parties and stakeholders.

Ideally applicants will have prior experience in:

- Leading, managing and developing high-performing Health and Social services teams
- Establishing and maintaining effective and collaborative relationships with individuals and groups
- Implementing, monitoring and reporting on Quality and Risk Management practices
- Developing accurate performance reports, plans and budgets.

2. Home & Community Support Services (HCSS) Coordinator

The organisation is still looking to identify a suitable candidate to fill the HCSS Coordinator vacancy. The successful applicant will be responsible for coordinating and monitoring the delivery of the HCSS managed by Ngati Ranginui Home & Community Support Services Company Ltd. Key responsibilities include:

- Assessment, Follow-up and Monitoring of Client's Care Plans;
- Recruitment, Training and Supervision of Caregivers; and
- Liaising with key Referring Agencies and associated Service Providers.

Applicants must be a qualified and registered Nurse or Social Worker with prior Health sector, preferably Community Care & Support services work experience. Experience in working with Maori clients and their whanau would also be advantageous.

Contact the Office to request copies of the Job Descriptions and Application forms

Telephone: (07) 571 0934 or (07) 571 0936

Or [return to www.ranginui.co.nz](http://www.ranginui.co.nz) homepage to download copies

Closing Date: 4pm, Monday 30 January 2012