



Youth Horizons is a not for profit organisation which has been delivering a range of residential, foster care, education and community based services for over 18 years, and is dedicated to providing solutions for families, children and young people. These include young people with conduct problems and other mental health issues, or those at risk of developing such problems. We are informed by our core values of Manaakitanga, Wairuatanga, Aroha, and Whanaungatanga.

With our National office in Auckland, Youth Horizons has approximately 300 staff and specialist caregivers transforming the lives of children, young people and whanau across much of New Zealand . We have an expanding operation in Northland, based in Whangarei.

We are looking to appoint an Administrator in Whangarei. (24 hours per week)

The role involves providing admin support to our foster care, group home and in-home therapy programmes. This entails assisting with reporting, petty cash, timesheets, financials and the usual range of administration tasks. Key requirements are being highly organised, being flexible, having good written skills and the ability to work with Excel and Word based reporting systems.

The ability to engage with young people and their whanau is essential as the role will involve some client contact, and it is essential that the person we appoint is able to drop what they are doing and reprioritise their activities when something unexpected occurs. We need someone who knows what is going on and is the central point of knowledge and support for the team.

We offer competitive remuneration, a friendly and dynamic office environment, and the opportunity to be a part of programmes which are making a positive difference to the lives of tamariki and whanau in Te Tai Tokerau.

A full driver's licence is required, as is the ability to be successfully vetted by the Police and CYF.

For more information or to submit your CV and covering letter please contact:

Sophie Kaulima-Irvine at SophieK@youthhorizons.org.nz

Applications close: 25 March, 2016