



Receptionist - Youth Service West (Fixed Term)

Want to make a difference in some of our most at-risk and vulnerable young people?

Keen to be part of a professional team working together to change lives?

Youth Horizons are looking for a Receptionist to help our team at Youth Service West New Lynn be the best it can be. If you are looking for a challenge, have experience, Interest in working with youth and want to work for an organisation that is making a difference in the lives of at-risk young people - we'd like to talk with you.

You will be responsible for maintaining a professional frontline reception and supporting the team to achieve outcomes for the young people.

Previous experience and interest in working with young people preferred.

To be successful in this role you will have:

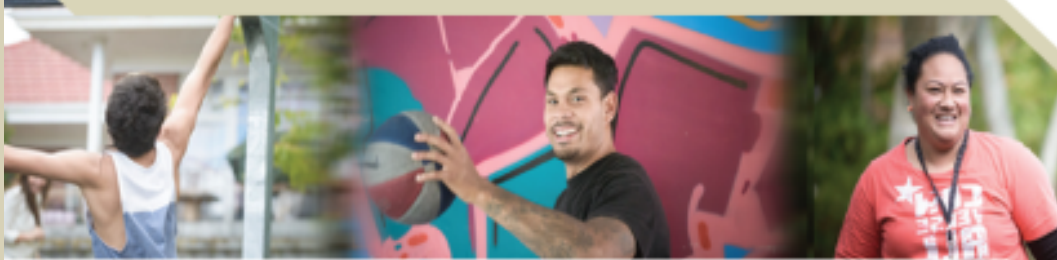
- Strong administrative skills
- Intermediate knowledge of Microsoft applications
- Experience with Databases
- Attention to detail
- Commitment to practicing bi-culturalism in an everyday situation
- Ability to build strong relationships with peers and stakeholders
- Experience working with a range of cultures
- Experience working in a computerised office environment
- Full Licence
- Great Attitude

Youth Service West a place for West Auckland Youth; We provide a continuum of support and care for young people aged between 10 and 20 years old. Our programmes are relevant, inclusive and place West Auckland young people in the centre. With a range of programmes and trained professionals in our team, we customise a plan to support each young person helping them to achieve a brighter future. We have four teams operating out of our New Lynn hub.

About Youth Horizons

Youth Horizons is a specialised non-profit organisation providing therapeutic services for young people who have complex behaviour and/or mental health needs. Our innovative approach combines evidence-based models of practice along with a focus on our core values of Manaakitanga, Wairuatanga, Aroha and Whanaungatanga. Our national office is in Auckland and we have over 250 staff and caregivers supporting young people and their families and whanau across Northland, greater Auckland, Waikato, Bay of Plenty, Hawkes Bay, Lower North Island and Lower South Island. To find out more about Youth Horizons, visit www.youthhorizons.org.nz

***For a copy of the position description, or to apply contact Carmen Atama: 0800 937 887 or 021 673 850
carmen.atama@youthhorizons.org.nz
Applications close 5pm November 20th 2015***



YOUTH HORIZONS | KIA PUAWAI

Our youth, our future