



Administrator

Maternity Cover, Fixed Term - 6 months

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 15 years, dedicated to providing solutions for young people aged 0 - 20 and their families. These include young people with conduct or antisocial problems or those at risk of developing such problems.

We are driven to achieve the best possible life outcomes and we are guided by our core values of Manaakitanga, Wairuatanga, Aroha, and Whanaungatanga.

Including our National office in Auckland, Youth Horizons has over 250 staff and specialist caregivers effectively achieving positive life outcomes in the lives of children, young people and families and whanau across Northland, greater Auckland, Waikato, Bay of Plenty, Lower North Island and Southland.

Youth Horizons has introduced the Teaching Family Model (TFM) to New Zealand: a behavioural model that teaches new functional behaviours to young people within a residential environment.

And now we need someone extraordinary like you...

Youth Horizons is looking for an experienced administrator to work full time supporting our Residential and Foster Care teams, who will be based in our Mount Wellington office. This role will provide administrative support to the National Manager, Residential Managers, Practice Leaders and the TFM Development Manager. The role involves a high level of skill in communication, both internal and external, and excellent customer service skills.

To be successful in this role, you will have:

- Significant office experience
- Excellent computer skills - specifically Databases and Microsoft Office
- Great people skills with empathy for youth
- Ability to pick up new tasks quickly and strong attention to detail
- Effective time management and an organised pro-active approach to your work
- Flexible multi-tasking skills
- Initiative and effective problem solving abilities

For more information or to submit your CV and covering letter please contact Shirley Dentice on: 09 5730954 ext 219 or email: Shirley.dentice@youthorizons.org.nz

Applications close Friday 20 March 2015

