



Administration Support (Part Time)

Youth Horizons is looking for an experienced Administrator who will be based in our Napier office. The position is part time, up to 24 hours per week. This role will provide administrative support to the Operations Manager, Clinical Advisor, Practice Leaders, Service staff and Foster Carers. 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
- Must have full Current NZ Drivers Licence

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, Lower North Island and Lower South Island.

To find out more about Youth Horizons, visit: www.youthhorizons.org.nz

***To apply for the position please email your Cover Letter and CV to:
Karen.Williamson@youthhorizons.org.nz***

Applications close Tuesday 15th March 2016



YOUTH HORIZONS | KIA PUAWAI

Our youth, our future