* Full time permanent position available based at Te Awakura Hillmorton Hospital
* Excellent customer service skills and the ability to work in an inclusive team environment.
* Availability to work as part of a multi-disciplinary team

Te Whatu Ora Waitaha Canterbury are looking for an experienced Ward Clerk to join our Administration team based at Te Awakura, Hillmorton Hospital on a full-time permanent basis.

Te Awakura provides acute inpatient care to those adult consumers of our Mental Health system requiring inpateint care.

Working closely with our interdisciplinary staff, you’ll need to have sound knowledge of the English language paired with proficiency in the Microsoft Office Suite.  It is desirable, but not essential, that you have experience in the mental health sector Our ideal candidate will have a proven ability in customer services, effective communication and need to display initiative and flexibility to cover other clerical functions essential to our team.  You have a compassionate and patient nature that will be on full display.

In this role, your responsibilities will include:

* General clerical and administrative tasks
* Entering information onto the patient management system
* Answering phones
* Greeting visitors
* Delivering great customer service
* Maintaining accurate filing of clinical notes and patient files

You will be well accustomed to working within a fast-paced environment and prioritising your tasks continuously as your day evolves.

**Ngā pūkenga me ngā wheako | Skills and experience**

To be successful in this role, you will:

* Excellent interpersonal skills – able to relate to parents, their whānau and Te Whatu Ora Health NZ staff
* Attention to detail
* Organisational, time management and problem-solving skills
* Experience using a Patient Management System (desirable)
* Ability to work under pressure to meet deadlines
* Able to pick up and use new systems and technology
* Intermediate Microsoft Suite Skills (Word, Outlook, Excel)

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**Mō mātou | About Us**

*“Ko ngā tāngata, te mātua mahi* - *Putting people at the heart of all we do”*

We are committed to honouring Te Tiriti o Waitangi and its principles by ensuring our partnership with Māori are at the forefront of all our conversations. We believe in improving, promoting, and protecting the health and well-being of the Canterbury and the West Coast community.

The culture at Health NZ Canterbury, is driven by our **ā Mātou Uara (Our Value​​​​​​​s):**

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* Care and respect for others - Manaaki me te whakaute i te tangata.
* Integrity in all we do - Hāpai i ā mātou mahi katoa i runga i te pono.
* Responsibility for outcomes - Te Takohanga i ngā hua

**Ngā** **hua | Benefits of working at Health New Zealand**

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When you work at Health NZ, you are part of a wider whānau that will support you along your journey. We offer great coaching, mentoring and learning outcomes for all staff. We are always improving our facilities across all campuses and have amazing discounts from select retailers, restaurants and businesses. At Health NZ, you are part of something greater than yourself and encouraged to be your unique self

**Tono ināianei | Apply Now**

Only applications submitted via our career site will be accepted, therefore please apply directly on our career site [here](https://cdhb.careercentre.net.nz/Job).

Please note applications will be reviewed as they are received, and this job vacancy could close prior to the closing date.

Please apply only if you have the legal right to work and live in New Zealand if you do not hold the legal right to live and work in New Zealand your application will be declined.

**Contact Kerri McCarthy on**kerri.mccarthy2@cdhb.health.nz**for additional information.**

We have a range of clinical and non-clinical roles at Health NZ Canterbury, there could be a place for you!

Please visit our careers website for other roles and find your ideal fit within the Health NZ Canterbury Please note applications will be reviewed as they are received, and this job vacancy could close prior to the closing date.

**Nau mai, haere mai, tauti mai!**

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