

Service Coordinator – Kairuruku (1 FTE)

Are you a natural organiser with a passion for people and teamwork? We're on the lookout for an enthusiastic **Service Coordinator - Kairuruku** to join our dynamic **inter-disciplinary team**, where no two days are the same, and your work genuinely makes a difference.

About the Role:

As the Service Coordinator - Kairuruku, you'll be the backbone of our inter-disciplinary team—supporting clinicians, Social workers, Health care assistants, Medical Officers and Management to ensure the seamless delivery of services to clients. You'll manage schedules, streamline communications, and ensure everyone has the tools and information they need to provide top-tier care and support. You will work closely with Management to improve quality control and assurance of service delivery and be the front-face of Hospice Whanganui.

This is a fantastic opportunity for someone who thrives in a fast-paced, collaborative environment and wants to be part of something meaningful.

What You'll Do:

- Coordinate team schedules, appointments, and meetings
- Serve as a key point of contact between service users, professionals, and partner agencies
- Maintain up-to-date records and service plans
- Track referrals, service timelines, and ensure follow-ups are scheduled and completed
- Support the team in administrative and logistical tasks and management with executive administrative support
- Help foster strong communication and collaboration across disciplines
- Identify and work with Management to address any gaps or delays in service delivery
- Uses their initiative to design processes and systems to work smarter
- Demonstrate our values and principles to all manuhiri of Hospice Whanganui

What We're Looking For:

- Proven experience in a coordination role—ideally within a healthcare, social services, or community-based setting
- Excellent communication and organisational skills
- Ability to manage multiple priorities and work under pressure
- A team player with a proactive, can-do attitude
- Competent with scheduling and case management systems – experience in Medtech Evolution will be an advantage.
- Knowledge of safeguarding, confidentiality, and relevant regulations

Why Join Us?

- Be part of a supportive, purpose-driven team
- Make a real difference in people's lives
- Enjoy professional growth and development opportunities
- Work in a values-based culture where your input is truly valued

Key Attributes:

- Team player
- Passion for holistic care
- Innovative

If you are ready to join a supportive and caring team, where your skills and passion for palliative care can truly make a difference, apply now! Hospice Whanganui is committed to supporting its staff and offering opportunities for personal and professional growth in a values-driven environment.

Apply today to be a part of this dynamic team dedicated to providing excellent care to our communities!

If you would like to apply or are interested in hearing more, please contact Teri Albert: **Tel: 06 349 0080 /**

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