



Whai Oranga O Te Iwi Health Centre & Community Dental Centre  
7 The Strand, Wainuiomata 5014  
Phone: (04) 564-6966  
Fax: (04) 564-6926

## **BUSINESS/CLINICAL MANAGER, LOWER HUTT**

A position is available **April 24th 2017** for a **permanent fulltime** position in Wainuiomata, Lower Hutt.

Whai Oranga O Te Iwi is a large community established cornerstone accredited medical and dental practice. We are looking for an experienced manager to lead a multidisciplinary team of health professionals in providing a comprehensive range of quality health and dental services.

### **You will be responsible for:**

- Management and administration functions of both medical and dental services
- Financial Management
- HR practices including recruitment, staff performance/management etc.
- Developing and maintaining relationships with stakeholders
- Health & Safety, Complaints/Incidents
- Contract applications/reporting
- Ensuring all statutory requirements and quality controls are met.
- Reporting to the board

### **To be successful you will need:**

- Tertiary qualification in a relevant discipline or extensive experience in practice management
- Robust and experienced understanding of Primary Health care
- Business and financial acumen
- Strong HR experience
- Experience using Medtech 32
- Strong leadership skills

### **How to apply:**

To discuss this exciting role and for an application pack, please contact, **Keriana Kingi** on: [Keriana@whaioranga.org.nz](mailto:Keriana@whaioranga.org.nz) . **Closing date: Friday 7<sup>th</sup> April 2017.**  
Phone: 04 5646966 or 027 564 0620.

**Member of Te Awakairangi Networks (PHO) & Takiri Mai te Ata Whanau Ora  
Collective**