



Te Whareora O Tikipunga

1-157 Kiripaka Road, Tikipunga

A Practice Manager position is available 17/05/2017 for a permanent 0.6 FTE position in Tikipunga, Whangarei with a view to increasing hours as we are a relatively new practice established in 2013.

Te Whareora o Tikipunga is an integrated family health centre with GP, Nursing, Physio, Podiatry, Social Worker, Clinical Pharmacist and Plunket on site. We are looking for an experienced manager to lead a multidisciplinary team of health professionals in providing a comprehensive range of quality health and social services.

You will be responsible for:

- Management and administration functions of health services
- Financial Management (excluding payroll and IRD).
- 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.

To be successful you will need:

- Tertiary qualification in a relevant discipline or extensive experience in practice management
- Comprehensive understanding of Primary Health care
- HR experience
- Experience using Medtech 32
- Strong leadership skills

To apply please send you CV via email to whareora@healthforce.co.nz or for more information or job description please contact Dr Aniva Lawrence on 4370015 / 021642291. Applications close 31/05/2017.