

Immunisation Events Coordinator and Administrator



Job Description

Position Title: Immunisation Events Coordinator and Administrator

Reports To: Immunisation Outreach Coordinator

Location: Alexandra

Hours: Part Time – Including some weekend work

About US:

Uruuruwhenua Health Inc. is a kaupapa Māori organisation dedicated to promoting whānau success using the Māori model of wellbeing, Te Whare Tapa Wha, in strengthening all four pillars of wellbeing. Our kaupapa focuses on delivering health and support services that honour Māori values and traditions. We seek a passionate and skilled Kaiāwhina Hauora to join our team and contribute to our goal.

Role Overview:

The Immunisation Events Coordinator and Administrator will play a pivotal role in organising, promoting, and delivering immunisation events for the community. This includes managing logistical planning, liaising with stakeholders, and ensuring the smooth administrative functioning of immunisation programmes. The role ensures alignment with kaupapa Māori principles, fostering culturally safe and whānau-centred approaches.

Key Responsibilities

1. Event Coordination

- Plan and coordinate immunisation events in collaboration with whānau, community partners, and health providers.
- Identify suitable venues, ensuring they are accessible and culturally appropriate.
- Arrange necessary equipment and resources, such as vaccination stations, PPE, and promotional materials.
- Liaise with kaimahi, volunteers, and clinical staff to ensure events run smoothly.

2. Community Engagement

- Promote immunisation events through culturally appropriate communication channels (e.g., marae, community hubs, social media).
- Build relationships with iwi, hapū, and whānau to encourage participation.
- Provide information and respond to queries about immunisation programmes, ensuring transparency and trust.

3. Administration

- Maintain accurate records of event attendance, vaccination statistics, and follow-ups.

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- Schedule and track immunisation appointments in partnership with clinical teams.
- Prepare and submit regular reports to the Immunisation Outreach Coordinator.

4. Cultural Integrity

- Uphold te reo me ōna tikanga in all aspects of the role.
- Work collaboratively with kaimahi to ensure events align with kaupapa Māori principles.
- Advocate for culturally safe and inclusive practices within immunisation programmes.

5. Health and Safety

- Ensure events comply with health and safety standards.
- Monitor and address risks during event planning and delivery.
- Support staff and whānau to feel safe and comfortable during immunisation events.

Skills and Qualifications:

Essential:

- Proven experience in event coordination and/or administration.
- Understanding of te ao Māori, te reo me ōna tikanga.
- Excellent organisational and time management skills.
- Strong communication and interpersonal skills.
- Proficiency in Microsoft Office and/or other relevant software.
- Commitment to delivering equitable health outcomes for Māori.

Desirable:

- Previous experience in the health or community sector.
- Knowledge of immunisation programmes and public health initiatives.
- Familiarity with kaupapa Māori frameworks.
- Basic understanding of health and safety regulations.

Benefits:

- Opportunity to work in a culturally enriching environment.
- Professional development and training in Māori health practices.

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- Opportunity to work towards Vaccine Health Worker Status
- Supportive and inclusive team culture.
- Uruuruwhenua will support the successful applicant towards further career progression in the health and wellbeing sector.

How to Apply:

If you are confident in Te Ao Māori and passionate about supporting the wellbeing of our community and would love the opportunity to advocate for our whānau, this is an opportunity not to be missed!

For the job description and an application form, please email Nicole Fleming – Pou Tangata:

nicole@uruuruwhenuahealth.co.nz

Application Deadline: 24 February 2025