**HealthPathways Coordinator – Full time**

*Health Hawke’s Bay – Te Oranga Hawke’s Bay is looking for an administrator wanting to make a difference in the local health community.*

An exciting opportunity has arisen for a passionate person to support HealthPathways, an online portal that provides patient referral and management information to health care professionals in the Hawke’s Bay health system.

We are looking for a person with proven administration skills who can liaise between the local HealthPathways programme and the Streamliners writing team. You will be supporting clinical leaders, clinical editors, and the programme manager to coordinate the development and maintenance of HealthPathways content and data.

We want a results-driven person who can handle multiple tasks and adapt to changing situations. You must be a confident communicator, who can collaborate well with others. Previous experience and knowledge of the health and disability sector would be a bonus.

Health Hawke’s Bay’s purpose is to ensure quality healthcare services are provided in a culturally safe environment. We support primary and community healthcare providers and are committed to improving the health outcomes and life expectancy across Hawke’s Bay, particularly for Māori.

Health Hawke’s Bay is a flexible employer, values culture and endeavours to be a fun place to work. This is your chance to really make a difference in how health works in Hawke’s Bay, so apply to be part of the team!

Please submit your CV with a covering letter online using the following link: <https://www.seek.co.nz/job/50492357>

For a confidential discussion please contact Ilona on 0212819229 or at Ilona@engagers.co.nz

Full job description available on request.

**The closing date for applications is COB Tuesday, 15 September 2020.**