

## Health Care Assistant

Part time - Minimum 20 hours

### **Come and join our wonderful team!**

We're looking for an enthusiastic and capable Health Care Assistant (HCA) to join our busy medical centre. This is a varied, hands-on role supporting our nurses and GPs to deliver high-quality, patient-centre care.

As part of our extended general practice team, you will work under the direction of registered health professionals to support patient flow, assist with clinical tasks and help keep our clinic running smoothly. You will work alongside our current experienced HCA.

### ***What you will be doing***

#### **Clinical Support:**

Setting up and stocking of clinical rooms and spaces

Performing ECGs

Phlebotomy

Taking observations and assisting with basic patient care

Patient recalls

#### **Administrative and Operational Support:**

Stock control and ordering

Infection control and sterilisation

Occasional cover for reception

#### **We're looking for someone who:**

Has health care experience

Has solid computer skills

Basic first aid skills

Is organised, adaptable, and calm under pressure

Has excellent communication skills

Works well in a team and brings a positive attitude and great sense of humour

All successful applicants will undergo a police vetting check.

Applicants for this position should have NZ residency or a valid NZ work permit.

For further information & to apply contact Clinical Lead [Lisa.Pell@sch.co.nz](mailto:Lisa.Pell@sch.co.nz)