

Midland Regional Senior Administrator 1st Quarter Report (July – Sept 2013)

Overview

This quarter has been a mixed bag of lollies with the projects occurring in the region and the fast approaching Family Whānau, Youth and Consumer Summit registrations were starting to pour in from the sector..

Service Development

- Consumer worker Competency Framework project workshops held within the region – organise & attend
- Family Whānau worker Competency Framework project workshops held within the region – organise & attend
- Perinatal and Infant MH&A Pathway Phase I project attend meeting in July & September for minute taking

Relationships and Partnerships

- Coordinate the Midland forums for month of August and organise venue, catering & accommodation and organise temps to provide administrative support
 - Midland Addictions Forum
 - Midland Nga Purei Whakataa Ruamano forum
 - Midland Generating Action for Family Whanau
 - Midland He Tipuana Nga Kakano (consumer)
 - Midland Portfolio Managers forum
 - Midland Clinical Governance network
 - Midland DAO forum (additional – collate registrations)
 - Nga Hau E Wha (additional – finances & website updates)
- Edit minutes for all regional meetings & Nga Hau E Wha

Workforce

- Midland Supervision – coordinate successful applicants and organise travel

Administration / General

- Organise team meetings for the quarter
- Organise travel arrangements for the Midland team and regional forums
- Preparation of invoices through the requisition system and process invoices for payment
- Responding to email requests from Midland team and the region
- Update Midland website
- Study – Hauora Maori Diploma (24 – 26 July, 21 – 23 August, 12 & 13 September - Graduation)