

## HEALTH PROFESSIONAL LIST ADMINISTRATOR POSITION DESCRIPTION

Last Updated: 14 March 2024



Insight Endometriosis is a community-based Charitable Trust working collaboratively to empower people with endometriosis (suspected or diagnosed). While based in Hamilton we provide services throughout New Zealand, with a focus on:

- Improving access to quality evidence-based information
- Connecting those affected by endometriosis to relevant support
- Ensuring those affected by endometriosis are productive, feel valued in their workplaces, and nurtured to succeed in their places of study
- Building a strong, connected community network amplifying the voices of those affected by endometriosis
- Ensuring lived experiences of those affected by endometriosis informs policy development and health system change
- And other relevant support and assistance.

### VISION:

Lives not limited nor defined by endometriosis.

### OUR ASPIRATION FOR AOTEAROA NEW ZEALAND:

Those affected are empowered and supported at all levels, with equitable outcomes for all.

### OUR PURPOSE:

We empower with support and information, and through strong partnerships work towards equitable change.

**POSITION SUMMARY:** To create and maintain a list of health professionals in the regional area that you reside in, that will enable Insight Endometriosis to email or post relevant communications when needed.

**TIME COMMITMENT:** As required for the role

**LOCATION AND TIMING:** Remote and to be completed within 4 weeks of accepting the role

**REPORTS TO:** Insight Endometriosis Manager/Educator

**KEY RELATIONSHIPS:** Insight Endometriosis Volunteer Development Manager, Insight Endometriosis Community Connector

**OTHER RELATIONSHIPS:** GP offices, gynaecologist offices and allied health professionals

## EXPECTED OUTCOMES

- Update an Excel spreadsheet of GPs, Gynaecologists, Allied Health Professionals and Practice Managers to include names of people, general email addresses and physical addresses in the regional area you reside in and maintain this spreadsheet 2-3 times a year.

## KEY TASKS

| Areas   | Measure   | Time-Frames                          |
|---|---|--------------------------------------|
| Planning  | Regular contact with the Manager to discuss actions required.   | Ongoing                              |
| Actions   | Access the provided Excel spreadsheet   | Within 4 weeks of accepting the role |
|   | Contact GP practices for Practice Manager and GP names  |                                      |
|   | Obtain contact email address and physical address for GP Practices  |                                      |
|   | Contact Gynaecology offices for Practice Manager and Gynaecologist names  |                                      |
| Obtain contact email address and physical address for Gynaecology offices |   |                                      |
| Reporting   | Report back to Manager/Educator: <ul style="list-style-type: none"><li>• Progress on actions and timelines</li><li>• Ideas, concerns, or comments regarding project</li></ul> | As needed                            |
| Record Keeping  | Maintain the list   | Ongoing                              |
| Training  | N/A   | N/A                                  |
| Documentation   | Be familiar with the Volunteer Guidebook  |                                      |
| Health & Safety   | Actively support and comply with policies and procedures  | As required                          |

## EXPERIENCE

- Experience with Excel
- Own computer, ability to make phone calls and internet access essential

## KNOWLEDGE, SKILLS AND PERSONAL QUALITIES

- Good phone manner
- Strong communication skills – verbal and written
- Self-motivated
- Effective time management skills
- Ability to meet deadlines
- Work with minimal supervision

Visit: [www.insightendometriosis.org.nz](http://www.insightendometriosis.org.nz)

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