Support Coordinator Vacancy

The Society of Saint Vincent de Paul in New Zealand

Bay of Plenty, Tauranga

Community Services & Support

25hrs per Week

Society of St Vincent de Paul (SVDP) is a worldwide Charitable Society. In New Zealand SVDP has been active for 150yrs. Applicants should visit [www.bopvinnies.co.nz](http://www.bopvinnies.co.nz) and [www.svdp.org.nz](http://www.svdp.org.nz) for background information on SVDP.

We are at the heart of the community, all our funds stay right here in the WBOP, and our Stores are here to provide the funds for our Good Works.

Do you want to be able to make a difference to be people in need, that’s what we do “We Help People”. No two days are the same, come and be a part of an incredible and unique organisation.

SVDP has a vacancy for a Support Coordinator working 25hrs per week (Monday to Friday) based in the SVDP Office Cameron road, Tauranga.

The main tasks are meeting people coming to SVDP for help, discussing with these people their needs, documenting in client files relevant details about the client and their request and managing the request through to closure, we deal with all social agencies and refer if needed.

Applicants need to be a jack of all trades, possess excellent people relationship skills, ability to work sympathetically with people facing challenges in their lives, non-judgemental be methodical in their approach to task, must have sound computer skills and be willing to work within the aims of SVDP.

Written application , no longer than two A4 pages, supported by a current CV and the name of two personal referees, to be emailed to the Area Manager at [bayvinnies@gmail.com](mailto:bayvinnies@gmail.com) to be received before **6.00pm Sunday the 25 of July 2021.** For more information call 07-579-6453.

