**Association Administration Support**

Association Support is provided for five hours per fortnight at the hourly rate of $19.00. However, this will increase to $20.00 per hour from 1 April 2021.

There are several steps that need to be completed before any Administration Support staff can be employed.

1. We need to see minutes confirming the Association agrees to the appointment of an Administration Support person.
2. It is the responsibility of the Association to interview and reference check candidates.
3. The first step would be to fill in a Staff Application Form, Credit Check Authority Form and Ministry of Justice (MOJ) Request.  These should get sent to either Danette or Larna Harding ([larna.harding@ihc.org.nz](mailto:larna.harding@ihc.org.nz)) with verified ID (the copy of their ID needs to be dated and signed to verify the original has been sighted).
4. Danette will in turn forward this to the correct IHC staff person who will arrange contract and payroll documents to be couriered out for signing.

Any queries, please contact Danette in the first instance.