



Canadian Mental
Health Association
Muskoka - Parry Sound

Addictions and
Mental Health Services

INTERNAL/EXTERNAL POSTING: FEBRUARY 4, 2019 – FEBRUARY 15, 2019

ADMINISTRATIVE ASSISTANT

Hours of work: 0.8 FTE, 28 hours per week

Status: Permanent

Base office: Huntsville

Purpose of the Position: The Administrative Assistant is responsible for organizing, coordinating, and monitoring all non-clinical operations of designated programs under the direction of the Area Program Coordinator or delegate; provide reception activities including coordinating communication between the team members and consumers; assist consumers, their families and agencies with general inquiries; maintain accounting and budget records for various purposes within the programs; and operate the management information system. The Administrative Assistant will provide confidential clerical support services to the clinical staff, program coordinators, administration, managers, and directors of Canadian Mental Health Association, Muskoka-Parry Sound Branch and its programs.

Requirements of the Position:

- A community college diploma in a secretarial science or OSSD with several years of experience in a related
- Excellent computer/data processing skills (Windows, Word, Excel, management information systems)
- Ability to type from copy, tape or other sources
- Experience working with electronic health records
- Exceptional telephone and customer service experience and skills
- A strong commitment to the rights of individuals with addiction and severe mental illness
- Excellent communication, organizational, filing and scheduling skills
- Experience multi-tasking and coping with competing demands
- Experience in working with difficult or chaotic situations
- The ability to work independently as well as work as part of a team
- A valid Ontario G or G2 driver's license and a safe and reliable means of transportation
- Willingness to work evenings/holidays and weekends if required

Salary scale: \$20.61 - \$24.25 per hour commensurate with qualifications and experience

Benefits: Comprehensive health benefit plan and registered retirement plan with HOOPP.

Canadian Mental Health Association, Muskoka-Parry Sound is a scent-free organization.

You are invited to submit your application **Quoting Competition #05-19 by 4:30 p.m. on February 15, 2019**, to:

**The Hiring Committee
Canadian Mental Health Association, Muskoka-Parry Sound Branch
173-202 Manitoba Street
Bracebridge, Ontario P1L 1S3**

Telephone (705) 645-2262 Fax (705) 645-7473 E-mail: jobs@cmhamps.ca

Canadian Mental Health Association Muskoka – Parry Sound (CMHAMPS) is an equal opportunity employer and we value the importance of diversity, dignity and worth of every individual in the workplace.

Qualified consumers/survivors and/or family members are encouraged to apply.

We retain all applications submitted for one year after the closing date of this posting for consideration in any future postings.

As part of our commitment to Accessibility, if you wish this information in a different format, please contact our office at 705-645-2262 or email feedback@cmhamps.ca.

If you are contacted regarding a job opportunity, please let us know prior to the interview if you require accommodation.

We thank all applicants but only those selected for an interview will be contacted.