



**Canadian Mental
Health Association**
Muskoka - Parry Sound

**Addictions and
Mental Health Services**

INTERNAL/EXTERNAL POSTING: OPEN UNTIL FILLED

NEW FUNDING – NEW POSITION

ADMINISTRATIVE ASSISTANT

Hours of Work: 28 hours per week

Job Status: Permanent

Base office: Bracebridge

Competition #: 23-22

Purpose of the Position: The Administrative Assistant is responsible for organizing, coordinating, and monitoring non-clinical operations of designated programs under the direction of the Director of Clinical Services and Operations or delegate; provide reception activities including coordinating communication between the team members and clients; assist clients, 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 clinical staff, program coordinators, administration, managers, and directors of Canadian Mental Health Association, Muskoka-Parry Sound Branch, and its programs. The program that this position will primarily support is the Community Outreach and Support Team (COAST) within the District of Muskoka.

Education and Qualifications:

- A community college diploma in a secretarial science or OSSD with several years of experience in a related field.
- Excellent computer/data processing skills (Windows, Word, Excel, management information systems)
- Ability to type from copy, audio recordings, 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
- Ability to work autonomously as well as cooperatively within a team environment in a rural setting
- Excellent communication, organization and interpersonal skills
- Working knowledge of Microsoft Windows, the Internet, and data management software
- A willingness to serve clients within the communities of the District of Muskoka and Parry Sound
- A valid Ontario G or G2 driver's license, a safe and reliable means of transportation, and appropriate insurance for work purposes on your vehicle with a minimum of \$1,000,000 in liability coverage.
- Bilingual in French/English language considered an asset
- Work schedule may include days/evenings/weekends and statutory holidays.

Salary scale: \$21.24 – \$24.98 per hour commensurate with qualifications and experience

Benefits include Comprehensive benefit plan and enrollment in a Registered Retirement plan with HOOPP where contributions start on date of hire.

Please note that we are a scent-free organization.

You are invited to submit your application by **quoting competition number 23-22** 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

Please note: CMHAMPS is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. Eligibility for new employment with the CMHAMPS is full vaccination against COVID-19 prior to commencing employment or documentation of accommodation obligations pursuant to the Ontario Human Rights Code or a medical exemption from a primary care or specialist health care provider resulting in a non-vaccination status.

To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine, or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days prior to commencement of employment.

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.