



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

**Addictions and  
Mental Health Services**

**INTERNAL/EXTERNAL POSTING: OPEN UNTIL FILLED**

**SUMMER STUDENT- ADMINISTRATIVE ASSISTANT**

**Hours of Work:** 35 hours per week

**Job Status:** Contract starting May 2022 until August 2022

**Base office:** Parry Sound District

**Competition #:** 34-22

**Purpose of the Position:** The Summer Student 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; The Summer Student 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.

**Education and Qualifications:**

- Must be registered as a full-time student in a related field and intend to return to school on a full-time basis in the next academic year OR be a recent graduate of a program completed May/June of 2022
- Excellent computer/data processing skills (Windows, Word, Excel, management information systems)
- Ability to type from copy, audio recordings, or other sources
- 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

**Salary scale:** \$18.00 per hour commensurate with qualifications and experience

**Please note that we are a scent-free organization.**

You are invited to submit your application by **quoting competition number 34-22** 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](mailto: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](mailto: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.