



Canadian Mental
Health Association
Muskoka - Parry Sound

Addictions and
Mental Health Services



B'SAANIBAMAADSIWIN
INDIGENOUS MENTAL HEALTH

INTERNAL/EXTERNAL POSTING: December 1, 2023 at 4:00pm

Administrative Assistant – B'saanibamaadsiwin Program

Hours of Work: 28 hours per week

Job Status: Permanent

Base office: Parry Sound

Competition #: 82-23

Purpose of the Position:

The Administrative Assistant is responsible for organizing, coordinating, and monitoring all non-clinical operations of the B'saanibamaadsiwin program under the direction of the Senior Manager or delegate; provide reception activities including coordinating communication between the Communities, 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.

Education and Qualifications:

- A community college diploma in a secretarial science or OSSD with several years of experience in a related field.
- First Nations, Inuit and Metis cultural awareness and sensitivity is a preferred asset
- Knowledge and understanding of the regional First Nations, urban, and rural Communities
- 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
- Ability to use and learn new technology (computers, software programs, phones, printers/scanners, alarm/security systems, etc.)
- 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.

Potential to increase to 35 hours a week should you qualify for the Community Development role (posting 64-23). Applicants will be required to apply and interview for both positions (63-23 and 64-23).

Salary scale: \$22.34 - \$27.15 per hour commensurate with qualifications and experience

Benefits include optional 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 resume and cover letter by **quoting competition 82-23 by 4:00pm on December 1** 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.