



**Canadian Mental
Health Association**
Cochrane-Timiskaming

JOB POSTING

Competition #: 2020-11E

Vacant Position: Program Assistant

*Employee Group:
OPSEU Local 631*

Work Location: Kirkland Lake

Status: Permanent Part-time

Rate: \$21.73 - \$24.34

*Language Requirement:
Bilingual required*

Inquiries:

*Jean Montague
Human Resources
705-363-8507*

*Please send resumés to:
humanresources@cmhact.ca and indicate
in the subject line the competition number and
job title.*

*Please advise Human Resources if you require
an accommodation in accordance with
Accessibility for Ontarians with Disabilities Act
and the Ontario Human Rights Code in order to
properly participate.*

Program Assistant

Reporting to the Program Manager, the Program Assistant is responsible for providing administrative and clerical support to the Assertive Community Treatment Team by supporting the non-clinical functions of the programs and by acting as an interface between the clients, clinical staff, other service providers, healthcare providers, family members, and community partners.

Knowledge, Skills, Abilities Required

- Minimum Grade 12 diploma;
- Diploma from a college-level secretarial arts program is preferred;
- Knowledge of medical records procedures and medical terminology is preferred;
- Demonstrated proficiency with Microsoft applications such as Outlook, Word, Excel;
- Demonstrated clerical skills;
- Understanding of and ability to work within professional and ethical guidelines;
- The ability to engage and work with a broad age group of clients with diverse and complex issues;
- Highly effective oral, written, and interpersonal communication skills;
- Ability to meet tight deadlines and work in a fast-paced, often pressured, environment;
- The ability to provide services according to a work schedule determined by the employer and according to the needs of the individuals served.