



Canadian Mental
Health Association
Cochrane-Timiskaming

JOB POSTING

Competition #: 2023-15

Vacant Position: Administrative Assistant

Employee Group: Non-Union

Work Location: Timmins

Status: Permanent Full-time

Rate: \$22.08 – \$24.48

Language Requirement: Bilingualism, English and French, is required. In accordance with our designation under the French-Language Services Act, if no bilingual candidates (both internal and external) meet the qualifications of the position, English-speaking candidates may be considered.

Posting Period: April 13th – April 23rd, 2023

Inquiries / Requests for a Complete Job Description:

705-267-8100, ext. 2248

Or

humanresources@cmhact.ca

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 accommodation in accordance with the Human Rights Code or the Accessibility for Ontarians with Disabilities Act in order to properly participate.

We offer a comprehensive compensation program and the opportunity to work alongside a team of energetic and spirited employees who are committed to improving the lives of those who rely on us for support.

CMHA-CT has a COVID-19 Vaccination Policy that requires covered individuals to take part in COVID-19 vaccination programs recommended by Public Health, unless they are approved for a human rights accommodation from CMHA-CT. Compliance with this policy is mandatory for this position.

Administrative Assistant

The Canadian Mental Health Association – Cochrane Timiskaming Branch is currently recruiting an Administrative Assistant, for its Timmins office (Pine Location).

In keeping with the Mission, Vision, Values of the Canadian Mental Health Association – Cochrane Timiskaming Branch (CMHA-CT), the Administrative Assistant is responsible for providing administrative and clerical support to the CMHA-CT program teams 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.

The Administrative Assistant recognizes and respects the individuality and uniqueness of each client, including their needs, values, beliefs, and choices.

Qualifications:

1. Minimum Grade 12 diploma with two years of pertinent experience or diploma from an administrative program;
2. Knowledge of medical records procedures and medical terminology is preferred;
3. Demonstrated proficiency with Microsoft applications such as Outlook, Word, Excel;
4. Demonstrated clerical skills;
5. Understanding of and ability to work within professional and ethical guidelines;
6. The ability to engage and work with a broad age group of clients with diverse and complex issues;
7. Highly effective oral, written, and interpersonal communication skills in both official languages;
8. Ability to meet tight deadlines and work in a fast-paced, often pressured, environment;
9. The ability to provide services according to a work schedule determined by the employer and according to the needs of the individuals served.
10. Use of personal vehicle and valid driver's license;
11. Clear, police record check required

CMHA Cochrane-Timiskaming actively seeks candidates who are First Nations, Métis, Inuit, and urban Indigenous; Francophone; Black and racialized; members of 2SLGBTQIA+ communities; trans and nonbinary; and disabled.