



*Employee Group:  
OPSEU Local 631*

*Work Location: Kirkland Lake*

*Status: Full-time (Summer)  
35 hours/week*

*Rate: \$19.00*

*Language Requirement:  
Bilingual an asset*

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

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

*We thank all applicants for their  
interest in this employment  
opportunity. We will contact  
those candidates who are  
invited to participate in an  
interview.*

The Canadian Mental Health Association – Cochrane Timiskaming Branch in Kirkland Lake is pleased to offer quality summer work experience for young people aged 15 to 30 years. These youth summer work experiences represent important pathways facilitating future transitions to the workforce.

This summer employment opportunity supports the development of work skills and acquisition of work experience in the field of administration in the mental health and addiction sector. The successful applicants will provide clerical support to the CMHA-CT program teams by supporting the non-clinical functions of the programs.

The employee will be responsible for the for the following tasks:

- Perform clerical duties to support programs of the CMHA-CT;
- Photocopy, scan, fax, email, mail, and otherwise distribute documents required;
- File documentation, whether electronic or hard copy, according to best practices and CMHA-CT's policies and retrieve documentation when required;
- Perform receptionist duties as required;
- Other duties as assigned.

Requirements:

- The ability to develop trusting relationships with others;
- Some post-secondary education in either office administration or social services would be beneficial;
- Strong interpersonal and communication skills;
- Ability to work as a team member as well as independently;
- Ability to relate to diverse populations;
- Between the ages of 18 and 30 years old;
- The ability to communicate in both official languages would be an asset to this role.