



**CAMHS**  
Community Addiction and Mental Health  
Services of Haldimand & Norfolk

Posting No.: C2019-17

Posting Date: June 7, 2019

Rate of Pay: \$14.00

Position Title: Summer Position – Administration Support

Position Status: Temporary Full-Time (8 weeks – July to August) – 2 Positions Available

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**Responsibilities**

The incumbent will work within the administration team providing general support to the Agency. CAMHS is currently evolving towards a paperless environment, and the primary focus of these positions will be to review files for completeness, and scanning them into the Agency's database.

**Qualifications:**

- Good oral and written communication skills.
- Good interpersonal skills.
- Excellent keyboarding skills.
- Sound knowledge of Microsoft Office programs.
- Demonstrated technical ability to utilize scanning equipment and related software.
- Vulnerable Sector Screening Check is required.

**Requirements:**

These positions are funded by the Canada Summer Jobs Program, and as a result, candidates must be:

- between the ages of 15 and 30 years old at the start of employment;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act\**; and
- is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Interested applicants should **submit a cover letter and updated resume** to the Human Resources Department, or email to **CAMHSRESUMES@NGH.ON.CA.**, referring to the above posting. This posting will remain posted until filled.

**Note: It is the applicant's responsibility to ensure their application is received by Human Resources no later than the posting end date.**

*All positions will comply and work in conjunction with the Mission, Vision, Goals and Objectives of  
Community Addiction and Mental Health Services of Haldimand & Norfolk (CAMHS)  
...partnering for Mental Health and Addiction Wellness*

IN ORDER TO ENSURE EQUAL OPPORTUNITIES DURING THE RECRUITMENT AND SELECTION PROCESS, CAMHS PROVIDES ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES, UPON REQUEST.

CAMHS THANKS ALL APPLICANTS FOR THEIR INTEREST.  
PLEASE NOTE, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.