



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

<b>POSITION:</b> Division Assistant	<b>EMPLOYEE GROUP:</b> CUPE 4700	<b>POSTING:</b> C2019-15
<b>PROGRAM:</b> Addictions	<b>STATUS OF POSITION:</b> Part Time	<b>POSTING DATE:</b> April 18, 2019
<b>LOCATION:</b> Haldimand and/or Norfolk	<b>REPORTS TO:</b> Manager of Clinical Services	<b>RATE OF PAY:</b> \$18.69-\$23.36

Adhering to the Vision, Mission, Values and Goals of Community Addiction and Mental Health Services of Haldimand and Norfolk (CAMHS), this position provides a range of administrative duties to support the on-going functions of the agency's Addictions Program. Duties include, but are not limited to:

- Greet visitors to the office, provide telephone reception, answer routine questions, take messages and referrals, direct calls to appropriate staff.
- Act as system administrator for Catalyst database.
- Input information into electronic database as needed.
- Input and maintain statistical information and general reports, ensuring accuracy and compliance with deadlines.
- Organize and prioritize workload to ensure that deadlines and timeframes are met.
- Process incoming/outgoing mail as required.
- Set up and maintain client files and undertake records management tasks.
- Maintain inventory of, and order, office supplies as needed.
- Assist in orientation of new staff as required.
- Required to adhere to all health and safety policies, procedures and provisions set up by management.
- Demonstrated commitment to client safety and client partnered care.
- Commitment to CAMHS' Values-Based Code of Conduct.
- Other duties as assigned.

**QUALIFICATIONS:**

- Ontario Secondary School Diploma (OSSD) or equivalent.
- One year in medical secretarial studies certification, or equivalent.
- One to two years' related experience to be familiar with scope of position or equivalent previous experience.
- Demonstrated critical thinking and problem-solving skills.
- Demonstrated excellent interpersonal and organizational skills.
- Demonstrated ability to communicate effectively.
- Demonstrated written comprehension skills.
- Demonstrated competence with a variety of electronic equipment (e.g. computer, cell phone, etc.).
- Excellent keyboarding skills (60 wpm with 95% accuracy).
- Individual must possess a valid driver's license and a reliable vehicle.

Interested applicants should **submit a cover letter and updated resume** to the Human Resources Department, or email to [CAMHSRESUMES@NGH.ON.CA](mailto:CAMHSRESUMES@NGH.ON.CA), referring to the above posting no later than **1600 on Friday May 17, 2019**.

*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.