



CAMHS
Community Addiction and Mental Health
Services of Haldimand & Norfolk

POSITION: Division Assistant	EMPLOYEE GROUP: CUPE 4700	POSTING: C2022-19
PROGRAM: Addictions	STATUS OF POSITION: Part Time	POSTING DATE: July 21, 2022
LOCATION: Haldimand and/or Norfolk	REPORTS TO: Manager of Clinical Services	RATE OF PAY: \$19.26-\$24.07

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, referring to the above posting by 1600 on July 28, 2022.

*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.