



## Youth/Student Opportunity - Canada Summer Jobs Program

### Summer Administrative Assistant

1 Youth/Student Position

May - August 2019

**\$14.00 per hour (35 hours per week)**

The George Hull Centre for Children and Families is an Accredited Children's Mental Health Centre in Etobicoke. The George Hull Centre provides a continuum of children's mental health services for children and youth and their families from birth to age 18 with emotional, behavioural, or social problems.

The Canada Summer Jobs program provides funding to organizations, including those that provide important community services, to create opportunities for youths and students to gain work experiences. **Applicants must meet eligibility requirements of the program, including but not limited to the following: Youths/Students must be between 15 and 30 years of age. Immediate family members of current employees or members of the Board of Directors are ineligible for summer youth/student positions.**

#### **QUALIFICATIONS:**

- Well-developed organizational, writing and communication skills
- Expertise in database management, word processing, and spreadsheet packages
- The incumbent shows tact, diplomacy, problem-solving and proven client service skills in representing the agency to the public and dealing with multi-faceted demands
- Experience in a social service or other public sector agency is desirable
- Enrolment in community college/university is a strong asset
- Must be available to work to the end of August

#### **DUTIES AND LEARNING OPPORTUNITIES:**

- Performs reception duties, including answering general inquiries from clients and the public, and keeping track of clinician and client activity in the electronic database
- Assists staff with photocopying, faxing, collating, and filing
- Assists Clinical Records to execute file audits, shred and archive files as required
- Assists Clinical Records in the daily maintenance of file system and in responding to requests for release of information
- Assists in maintaining organization of reception area, interview rooms, library, staff and storage rooms
- Assists in group preparation activities, such as preparing and organizing materials, snacks and set-up
- Assists the administrative team with updates to manuals, policies, and program materials
- Assists in coordinating and completing intakes by collecting relevant background information from referral sources and entering data in the computerized information system
- Other duties as required

**SUBMIT COVER LETTER AND RESUME TO:**

[humanresources@georgehull.on.ca](mailto:humanresources@georgehull.on.ca)

In subject line, please quote: Summer Administrative Assistant

The George Hull Centre values diversity and inclusivity. As such, we encourage applications from students with disabilities, aboriginal students, and students who are members of visible minorities. We thank all those who apply, however, only those chosen for an interview will be contacted. Throughout the recruitment process, the Centre will make every effort to accommodate any needs of candidates under the Human Rights Code and the *Accessibility for Ontarians with Disabilities Act (AODA)* upon request.

**POSTING DATE:** May 17, 2019

**CLOSING DATE:** May 29, 2019