



Haldimand-Norfolk
REACH

supporting children, families, communities

Haldimand-Norfolk REACH is a multi-service agency, providing Autism & Behaviour Services, Children's Mental Health Services, Developmental Services, Youth Services, Family Services, and several Early Learning Intervention & Care services including EarlyON Child & Family Centres and the Community Action Program for Children.

H-N REACH serves as the Lead Agency for Haldimand Norfolk Children's Mental Health Services, Coordinated Service Planning and the Student Nutrition Program in the Hamilton/Niagara Region. Through our Contact Unit, the agency serves as the single point of access for a variety of children's services.

H-N REACH is recognized as a local leader in community education, advocacy, inter-sector collaboration and Community Service Planning.

ADMINISTRATIVE ASSISTANT

Ref. #: 2022-59

*Part-time (0.6 f.t.e.), Permanent, Salaried
-21 hours per week*

Responsibilities:

- Provide administrative support to the Directors of Service
- Prepare and process agendas and minutes for internal and community meetings (including some evenings & weekends)
- Sort and prioritize incoming correspondence based on importance/urgency
- Develop and maintain the filing system for all information and records related to the duties of the Directors of Service.

Qualifications:

- Successful completion of post-secondary training/diploma or equivalent experience in related field
- Proficiency in Microsoft Office Suite including Excel, Word, Publisher and PowerPoint
- Excellent verbal, oral and written communication skills
- Excellent time management skills and the ability to prioritize and work independently and collaboratively within a team environment
- Ability to maintain confidentiality; deal tactfully and confidently with sensitive information
- Criminal & Judicial Matters and Vulnerable Sector Record Clearances, Children's Aid Society Declaration/Release
- Possession of a valid driver's licence, \$2 million liability insurance, clear drivers abstract and use of a vehicle.

Please submit a cover letter (citing the reference # above) & resume by email to jobs@hnreach.on.ca by November 28th, 2022 to:

Lynn Tessaro, Human Resources Manager

Haldimand-Norfolk REACH

101A Nanticoke Creek Parkway, Townsend, ON, N0A 1S0

Website: www.hnreach.on.ca

Only those selected for an interview will be contacted

Please contact us if you require accommodation

A United Way member Agency