



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.

## **Child & Youth Mental Health Services**

### **ADMINISTRATIVE ASSISTANT**

**Ref. #: 2022-08**

*Full-time, Permanent, Salaried*

#### **Responsibilities:**

- Perform administrative tasks including but not limited to: record meeting minutes, generate reports, write & distribute emails, prepare correspondence, letters, memos & forms, etc.
- Enter, update & maintain database information systems
- Provide program information as necessary to referrals and referral sources
- Prepare statistical reports as required
- File, photocopy & scan documents as necessary
- Provide back-up coverage for other Administrative Assistants at the Main Office (Townsend) (i.e. answer telephone, greet visitors, process mail, office opening and lock-up, etc.) when necessary
- Additional Agency duties as may be assigned.

#### **Qualifications:**

- Successful completion of post-secondary training/diploma or equivalent experience in related field
- Proficient in database entry; knowledge of EMHware is an asset
- Proficient in the use of Microsoft Office, including Word, Excel, Publisher and Powerpoint
- Excellent verbal & written communication skills
- Excellent time management skills and the ability to effectively prioritize work
- Ability to work independently and deal tactfully and confidently with the public
- Ability to work well with others and within a team environment
- Criminal & Judicial Matters and Vulnerable Sector Record Checks, Children's Aid Society Declaration/Release
- Possession of a valid driver's licence, \$2 million liability insurance, clean drivers abstract and use of a vehicle
- Proof of full COVID-19 Vaccination Status or Medical Exemption.

**Please submit a cover letter (citing the reference # above) & resume by email to [jobs@hnreach.on.ca](mailto:jobs@hnreach.on.ca) by January 21<sup>st</sup>, 2022 to:**

Lynn Tessaro, Human Resources Manager

**Haldimand-Norfolk REACH**

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

**Website:** [www.hnreach.on.ca](http://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*