



Haldimand-Norfolk

REACH

supporting children, families, communities

Haldimand-Norfolk REACH is a multi-service agency, providing Child & Youth Mental Health Services, Autism & Behaviour Services, Developmental Services, Youth Services, Adult Counselling 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.

Autism & Behaviour Services- Existing Vacancy

ADMINISTRATIVE ASSISTANT

Ref. #: 2026-26

Part-time (0.4 f.t.e.), Temporary, Salaried

-14 hours per week

-Contract to October 31 2026

-Townsend

Salary Band AC, Year 1: Step 1 \$37,497 - Step 2 \$42,184 - Step 3 \$46,871

**Salary is based on a full-time (1.0 FTE) rate and will be prorated for this position*

Responsibilities:

- Perform clerical tasks such as minute taking, preparing letters, correspondence, assessments, progress reviews, progress notes, reports, applications, mailing lists, brochures, newsletters, etc. as required.
- Enter, update, and maintain data base information systems for various programs in Autism and Behaviour Services.
- Support Manager with administrative audits, open and closures of case profiles.
- Develop and maintain the filing system for all information and records related to the duties of the Manager
- Provide administrative support to the Autism & Behaviour Services Unit

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 Record & Judicial Matters Check, 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.

Applicants are welcome to email Sue Bailey Manager of Autism & Behaviour Services, sbailey@hnreach.on.ca for more information about the position and career growth opportunities, or to find out more about working at H-N REACH.

Please submit a cover letter (citing the reference # above) & resume by email to jobs@hnreach.on.ca by June 5th, 2026 to:

Lynn Tessaro, Human Resources Manager

Haldimand-Norfolk REACH

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

Website: www.hnreach.on.ca

Haldimand-Norfolk REACH is committed to diversity, equity, inclusion and belonging.

Only those selected for an interview will be contacted

Please contact us if you require accommodation

A United Way member Agency



COME GROW WITH US

Join the REACH team to make a meaningful difference
in people's lives every day!