

**INTERNAL/EXTERNAL
JOB POSTING**

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| Job Title: | Administrative Assistant Alternate Neighbourhood Crisis Response (ANCHOR) ANCHOR Team |
| Status: | Term position – ends March 31, 2025 |
| Pay Scale: | \$ 21.40 /hour to \$25.79 /hour |
| Pension and Benefits: | Excellent benefits package including Healthcare of Ontario Pension Plan (HOOPP) |
| Start Date: | As soon as possible |

The Administrative Assistant (AA), Alternate Neighbourhood Crisis Response team (ANCHOR) is responsible for providing program administrative support for the ANCHOR team, an innovative, multi-partner pilot program, as well as the ANCHOR Manager and Director. The Administrative Assistant supports the Post-Crisis Follow up Worker to contact and schedule clients and connect them to the range of programs and services offered by the centre and community. The Administrative Assistant also supports requests for media and public speaking, community booths and ANCHOR program promotion, and acts as relief for the Centre’s General Reception

Requirements:

- High school graduation diploma and administrative assistant diploma or equivalent training and experience.
- Minimum two years working in an administrative support role, preferably in the health or social services field, including experience with the client intake process.
- Excellent listening, written and verbal communication skills.
- Proficient with Windows-based computer systems, in particular, email, MS Word and database systems.
- Proficient with invoicing and accounting procedures and best practices
- Flexibility, good judgement and initiative.
- Excellent interpersonal and organizational skills.

Desirable

- Experience working with individuals experiencing mental health and substance use related issues
- Experience working with a community-based social service or health care agency
- Identifies as a member of Indigenous, Black and/ or racialized groups
- Able to communicate in languages other than English or French



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Language designation:

- English, written and spoken
- French, written and spoken

How to “express an interest” for this opportunity:

Submit your letter of interest along with your résumé on or before **October 16, 2024 by 11:59pm** to jobs@centretownchc.org.

Please note the following:

- The subject line of your email should read “Administrative Assistant - Bilingual”
- The file name for your resume should read: “(last name)_(first name)_ Resume”
- The file name for your cover letter should read: “(last name)_(first name)_ Cover Letter”

We thank all applicants for their interest. Only applicants invited to an interview will be contacted.

Candidates requiring accommodation during the application and/or the interview process should contact us at jobs@centretownchc.org so arrangements can be made. CCHC is an equal opportunity employer and values diversity in its workforce and as such all applicants are welcome.

Centretown CHC has a mandatory COVID-19 vaccination policy, as such applicants must be fully vaccinated against Covid-19 and provide proof of vaccinations to be considered for employment. Reasonable accommodation will be considered for persons with medical exemption or other exemptions under the Ontario Human Rights Code.