

Maltby Centre – E2020-14

Program Assistant

Kingston, Ontario

**Job Posting Number**

E2020-14

Position Type

Temporary Full-time

Salary

Starting from \$43,126 annually

Benefits

Healthcare of Ontario Pension Plan (optional)

www.maltbycentre.ca

Closing Date:

December 18, 2020

Maltby Centre is the lead regional agency for Mental Health and Autism Services, with an experienced and compassionate team of professionals who provide high quality, community based health and support services to children and youth in Kingston, Frontenac, Lennox & Addington (KFL&A). Formerly known as Pathways for Children & Youth, Maltby Centre is a registered charity and not-for-profit agency established in 1996 and funded in part by the Ontario government. Through the work of over 140 dedicated staff, Maltby Centre creates possibilities for change in young lives.

We require two (2) temporary full-time Program Assistants commencing January 4, 2021 to March 31, 2021. These positions may be extended to a future date.

The Program Assistant performs a variety of administrative services for the service area to which they are assigned. These services support the effective and efficient functioning of the service area and assist in the identification and implementation of administrative service improvements, liaising with the Continuous Service Improvement team as required. The Program Assistant also functions as the first point of contact for clients and visitors, by telephone and in person. This position has responsibility for reception duties, client information management, and administrative support. The Program Assistant interacts with visitors and clients with sensitivity and professionalism. This position takes part in walk-in reception coverage, which includes some evening work and may be required to cover duties at other office locations, either remotely or in person, as needed.

The ideal candidate believes in providing exceptional customer service principals and is proficient in Microsoft Office programs. Must hold a post-secondary diploma in Office Administration or a related program complemented two (2) year's related work experience. An equivalent combination of education and experience may be considered. Experience in a community-based service provider setting and with client information software systems are assets.

To explore this exciting opportunity at Maltby Centre further, please submit a cover letter and résumé, quoting the job posting number to:

The Hiring Committee, Maltby Centre

Email: hr@maltbycentre.ca

Maltby Centre is an equal opportunity employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, Maltby Centre will provide accommodation throughout the recruitment, selection and/or assessment process to applicants with disabilities.

We appreciate the time and effort in applying; however, only applicants selected for interviews will be contacted.