



**Changing the  
trajectory of children's  
mental health.**

## JOB POSTING

### **Front Office Administrator (Evening)**

**1 Regular Part-Time Position (24 hours/week); New Position**

**Hourly Pay Range:** \$26.18 – 28.65

**LOCATION:** George Hull Centre for Children and Families  
Etobicoke, Ontario

The George Hull Centre for Children and Families is an Accredited Children's Mental Health Centre in Etobicoke. The George Hull Centre provides a continuum of children's mental health services for children and youth and their families from birth to age 18 with emotional, behavioural or social challenges.

We are seeking a reliable, client focused Front Office Administrator (Evening) to provide front desk coverage and administrative support to the Community Clinic, Clinical Records, and Intake teams. As the first point of contact in the evenings, you will ensure a welcoming environment while maintaining smooth administrative operations throughout the Centre.

\*Please note: due to the unique nature of this role, most vacation must be taken during summer months.

### **Key Responsibilities:**

#### **Front Office & Client Support**

- Greet clients/visitors, answer inquiries, and manage incoming calls.
- Update client information and provide orientation materials.
- Maintain reception resources, bulletin boards, toys, and supplies.
- Sort and distribute mail; prepare courier items; receive deliveries (lift up to 20 lbs).
- Perform evening lock up: secure rooms, check floors, notify staff, reset spaces.
- Support evening groups, conference room setup, and family therapy room resets.
- Respond to facility-related concerns and follow emergency procedures.
- Complete tasks coordinated with the Front Office Administrator (Day).
- Service Activity Tracking
- Enter clinician schedules and client activity in TREAT.
- Enter weekly group participation data.
- Report scheduling/data issues to the Day Front Office Administrator and Executive Assistant, Research & Evaluation.

#### **Clinical Records Support**

- Upload documentation to TREAT.
- Prepare materials for information requests/releases.
- Assist with scanning, photocopying, faxing, collating, and file audits.
- Support file maintenance and provide coverage during Clinical Records staff vacations.

### **Intake Support**

- Assist Psychiatry intake (e.g., confirming appointments).
- Support data entry for client information, referrals, and service plan updates in TREAT.

### **Administrative Support**

- Assist with photocopying, faxing, collating, and general admin tasks.
- Support program evaluation, research, and Centre initiatives.
- Provide program support as directed.

### **Professional Development & Committees**

- Participate in ongoing training and Centre wide learning opportunities.
- Maintain awareness of Centre programs and community resources.
- Participate in the Administrative Advisory Committee.
- Assist with special projects as assigned.

**The George Hull Centre strives to uphold the values of Diversity, equity, anti-racism and inclusion. The Centre is committed to fostering a diverse workplace that is representative of the communities it serves. The Centre encourages applications from all applicants, including but not limited to Indigenous, Black and racialized groups, persons with disabilities and the LGBTQIA+ community. Accommodation for applicants is available throughout the recruitment and selection process.**

### **Qualifications**

- Community college or university courses in administration or related field.
- Strong organizational, communication, and client service skills.
- Proficiency with databases, Microsoft Office, and general computer applications.
- Ability to lift up to 9 kg (20 lbs).
- Demonstrated tact, diplomacy, and problem solving skills.
- Previous administrative experience required; experience in social services/public sector is an asset.

*Selected candidates may be required to complete a typing test and demonstrate administrative/computer knowledge prior to the interview.*

### **Hours of Work:**

- 24.00 hours per week; 2:00 PM - 8:00 PM Monday to Thursday
- Additional hours may be required (i.e. vacation coverage)

**Working Environment:**

- This role is on-site at the main office (81 The East Mall), but there may be times when the incumbent is asked to work at the North Office (2670 Islington).
- Occasional travel between sites may be required.

**Benefits:**

- An excellent benefit plan
- Generous vacation entitlements

**Additionally, we are proud to offer a Lifetime Retirement Pension.**

**For more information on our pension plan, please click on the link:**

[www.caatpension.ca/pensionsfortalent](http://www.caatpension.ca/pensionsfortalent)

Please submit **resume and cover letter** to:

HR Administrator

Email: [humanresources@georgehull.on.ca](mailto:humanresources@georgehull.on.ca)

*\*Please include position applying for in subject line.*



***We thank all those who apply, however, only those chosen for an interview will be contacted.***

**POSTING DATE:** March 6, 2026

**CLOSING DATE:** March 20, 2026