

SAFE-T Administrative Assistant

1 Regular Full-Time Position

Annual Salary Range: \$51,084.88 – 55,886.12

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

The Sexual Abuse Family Education Treatment Program (SAFE-T) at the George Hull Centre is currently seeking a highly skilled and experienced Administrative Assistant to provide administrative, organizational, and client-facing support within a specialized multidisciplinary program.

The SAFE-T Program is a specialized, community-based clinic that provides evidence-based assessment and treatment services for children and youth who have experienced intrafamilial sexual abuse, children with concerning sexual behaviours, and youth who have engaged in sexually harming behaviours within their families and/or the community. The SAFE-T Program also provides consultation and training and conducts research.

Reporting to the Director of the SAFE-T Program, the Administrative Assistant will work collaboratively with the program's Administrative Co-Ordinator to provide administrative and organizational support to SAFE-T staff, including Clinical Managers, Clinicians, Psychometrists, the Services & Training Navigator, and, when necessary, the program's Directors. The Administrative Assistant will support administrative functions and special projects for clinical managers and their multidisciplinary teams while maintaining the confidentiality of relevant clinical, administrative, research, and financial information.

Duties may include, but are not limited to:

- Assisting with maintenance of the SAFE-T Program's databases that reflect client service and waitlist information, training & consultation activities and research projects.
- Providing front desk (reception) coverage within the SAFE-T Program for highly sensitive clients and members of the community on a regular basis.
- Participating on committees within the SAFE-T Program, the George Hull Centre, and the community.
- Adhering to the SAFE-T Program's need for specific policies & procedures and assisting with the development and maintenance of policies & procedures for the program as required.
- Keeping apprised of relevant policies, statutes, and procedures within children's and youth mental health centres, including the Child, Youth and Family Services Act, the Personal Health Information Protection Act, and the Youth Criminal Justice Act.

The George Hull Centre's SAFE-T Program is committed to clinical excellence and working collaboratively with families. Staff will benefit from a strong multidisciplinary team, regular supervision, and a cohesive and supportive environment, which encourages creativity, ongoing learning, innovation, and best practices to enhance our abilities to assist our clients. The George Hull Centre actively promotes and develops learning opportunities for staff.

Qualifications:

- **Required:** Diploma or degree in administrative studies or equivalent related work experience

- Experience in an administrative role at a community-based, multidisciplinary specialized program that provides evidence-based assessment and treatment for i) children and youth who have been sexually abused within their families, ii) children with sexual behaviour problems, and iii) youth who have sexually offended.
- Administrative experience interacting comfortably and warmly with children, youth, and families that are dealing with highly sensitive issues.
- Solid knowledge of statutes and policies regarding confidentiality and release of information
- Excellent oral and written communication abilities
- Proficiency in computer skills (i.e. SPSS for Windows, MS Office Suite, etc.)
- Strong interpersonal and communication skills, excellent time management, and dedication to professional development are essential.

Skills and Attributes:

- Proven ability to complete projects, meet deadlines, and reprioritize as needed.
- Ability to deal with issues in a confidential and sensitive manner and use discretion.
- Detail-oriented, strong collaborator who is efficient, effective, and resourceful,
- Ability to exercise sound judgment and independent decision making.
- Flexible, adaptable and responsive to change
- Comfortable presenting ideas and suggestions and receiving feedback.
- Willingness to collaborate and participate in research and program evaluation projects
- Ability to work within a multi-disciplinary team
- Committed to diversity, equity & inclusion practices and allyship.

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. •

HOURS: 36.25 hours per week including flexible hours and some evening work.

BENEFITS:

- Weekly individual supervision, team consultation and peer mentorship
- Generous, agency-subsidized training opportunities for professional development.
- An excellent benefit plan and 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



Please submit resume and cover letter to:
 HR Administrator
 Email: humanresources@georgehull.on.ca
**Please include the position applying for in subject line*

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

POSTING DATE: August 24, 2026

CLOSING DATE: September 4, 2026