



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

JOB POSTING

Client Service and Information Assistant
2-Months, Temporary – Immediate
Hourly Pay Rate: \$21.3642 - \$23.4724

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

The George Hull Centre is looking for an enthusiastic individual to provide reception and general administrative support to the Centre. This position requires a detail-oriented person who is able to complete tasks such as filing and data entry with a high level of accuracy. The ideal candidate will also possess strong client service and interpersonal skills. We are looking for a person with the ability to function flexibly in a multi-task environment, as well as be part of an administrative team.

Duties include, but are not limited to, the following:

- Greets and assists clients and visitors to the Centre in a welcoming, warm and non-judgmental manner.
- Answers general inquiries from clients and the public.
- Provides information regarding all programs and services of the George Hull Centre.
- Ensures availability of pamphlets and brochures; updates bulletin boards.
- Ensures cleanliness of reception area, availability of safe and clean toys.
- Assists with set-up and clean-up of rooms used for group events.
- Provides support to Clinical Records
- Completes data entry, tracks clinician and client activity and appointments in information system.
- Provides support with mailings, fax, photocopy, as well as general office administrative support.
- Answer phones and respond to voicemails, emails, and parent/caretaker requests for information
- Order program and office supplies; purchase supplies and groceries

Qualifications:

This position requires **two years of experience in a reception and/or office position**. Evidence of well-developed organizational, problem solving, interpersonal and communication skills accompanied by community college or university courses. Must be computer literate and demonstrate knowledge of Microsoft Word, Outlook, Teams and Excel. Experience in a social service or other public agency is desirable. Ability to work flexible hours.

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

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.

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. Accommodations for applicants are available throughout the recruitment and selection process.

Hours of Work:

- 36.25 hours per week: 12:00 PM - 8:00 PM Monday to Thursday, Friday 9:00 AM - 5:00 PM.

We are proud to offer a Lifetime Retirement Pension. For more information on our pension plan, please click on the link below.
www.caatpension.ca/pensionsfortalent

**Submit resume and cover letter to:**

Human Resources Administrator

Email: humanresources@georgehull.on.ca

**Please include position applying for in the subject line*

While we thank all those who apply (we really do!), only those chosen for an interview will be contacted.

Posting Date: December 5, 2024

Closing Date: December 11, 2024