

Youth/Student Opportunity - Canada Summer Jobs Program

Summer Client Services Information and Administrative Assistant, Community Clinic

1 Youth/Student Position

July 7, 2025 – August 29, 2025

\$17.20 per hour (35 hours per week)

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.

The Canada Summer Jobs program provides funding to organizations, including those that provide important community services, to create opportunities for youth and students to gain work experiences. **Applicants must meet eligibility requirements of the program, including but not limited to the following: Youth/Students must be between 15 and 30 years of age and must be Canadian citizens, permanent residents or refugees. International students are not eligible for the program. Immediate family members of current employees or members of the Board of Directors are ineligible for summer student positions.**

QUALIFICATIONS:

- Well-developed organizational, written and verbal communication skills
- The applicant shows tact, diplomacy, problem-solving and proven client service skills in dealing with the public and multi-faceted demands
- Experience in a social service or other public sector agency is desirable
- Enrolment in community college/university is a strong asset
- Sensitivity to issues of culture and diversity
- Must be available to work to the end of August

DUTIES AND LEARNING OPPORTUNITIES:

- Performs reception duties, including answering general inquiries from clients and the public, and keeping track of clinician and client activity in the electronic database
- Assists staff with photocopying, collating, and filing program, educational and client record materials
- Assists Clinical Records to execute file audits, shred and archive files as required
- Assists Clinical Records in the daily maintenance of the electronic health record system and in responding to requests for release of information
- Assists in organizing reception area, interview rooms, library etc.

- Assists in group preparation activities
- Assists the administrative team with updates to manuals, policies and program materials
- Assists in coordinating and completing intakes by collecting relevant background information from referral sources and entering data in the computerized information system
- Other related duties, as 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. Accommodation for applicants is available throughout the recruitment and selection process.

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

HR Administrator

Email: humanresources@georgehull.on.ca

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

Summer Client Services Information and Administrative Assistant

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

POSTING DATE: May 6, 2025

CLOSING DATE: May 14, 2025