



ADMIN CLERK

DEPARTMENT:	MENTAL HEALTH SERVICES
REPORTS TO:	MANAGER, MENTAL HEALTH, DEN, GAIN & OTN
STATUS:	TEMPORARY FULL TIME
SHIFT:	DAYS
COMPENSATION:	\$24.232/hr - \$28.495/hr
UNION:	SEIU
AVAILABLE TO:	INTERNAL & EXTERNAL CANDIDATES
DATE POSTED:	FEBRUARY 14, 2025

POSITION DESCRIPTION:

The Admin Clerk in Mental Health Services is an integral member of a multi-disciplinary team, which provides a range of services to consumers and families, community agencies and to the community. The Admin Clerk is in a pivotal position in the Team's interactions with consumers, families, other service providers, etc. because much written communication, telephone, and in person reception will involve him/her. One of the important features of this position is the amount and nature of direct contact with consumers, families and the Community. The Admin Clerk also performs all general office duties and Health Records functions for the Program and its staff. All activities are carried out in accordance with relevant Policies and Procedures of the HHHS and Mental Health Services, and reflect the values and principles of the HHHS.

QUALIFICATIONS:

- Office Administration Diploma or similar considered an asset.
- Minimum of 2 years of office administration required preferably in a health, social service, or community mental health office environment.
- Excellent skill and experience with recording of minutes required.
- Ability to create and maintain spreadsheets, professional communications, correspondence, and reports required.
- Superior ability to be flexible and adapt to changes in daily work schedule.
- Well-developed written and verbal communication skills.
- CPR/First Aid certification

The ability to attend work on a consistent basis is also a requirement.

SUBMIT APPLICATION AND RESUME TO:

Human Resources
Haliburton Highlands Health Services
Box 115, Haliburton, ON K0M 1S0
E-mail: hr@hhhs.ca
Fax: 705-457-4609

PLEASE QUOTE JOB NUMBER:

2025-29

DEADLINE:

February 25, 2025 @ 1600 Hours

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.