



Pathways Health Centre for Children, Sarnia

Pathways Health Centre for Children is a family-centred community agency serving children and youth with physical, developmental and communication needs and their families as well as adults for selected specialized services in Lambton County. The Centre provides a full range of family-centred rehabilitation and support services. Aquatic programs in our therapeutic pool are open to people of all ages and abilities in the community. There is also an integrated childcare service (C.A.C.H.É.) on site.

Pending approval from Canada Summer Jobs Program grant, we are recruiting for a summer contract position (8 weeks) to join our team of professionals as an:

Administrative Assistant (up to 35 hrs per week)

The successful candidate will begin in May 2024 and will:

- Offer administrative support related to Community and Clinical Services as directed by the Supervisor
- Assist with reception coverage and general administrative duties
- Support data file maintenance for the Electronic Client Record, under the Supervision of the System Administrator
- Provide support to Human Resources or Finance with projects as requested

QUALIFICATIONS, KNOWLEDGE AND SKILLS:

- Area of study in Business/Office Administration, or related field with previous experience with a not-for-profit, health or social service organization
- Proficient in Microsoft Word, Publisher, PowerPoint and Excel
- Strong interpersonal, communication, problem solving and organizational skills
- Excellent customer service skills and the ability to relate to individuals of all abilities and ages
- Ability to manage multiple tasks, set priorities, establish timelines and meet deadlines
- Available to work flexible hours including evening and weekend work as necessary
- A Police Vulnerable Sector Check is required

This position is available through funding from Canada Summer Jobs (The Government of Canada) and as such applicants must meet all the following criteria to be eligible:

- be between 15 and 30 years of age (inclusive) at the start of employment;
- be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*; and
- be legally entitled to work according to the relevant provincial / territorial legislation and regulations

*International students are not eligible.

SALARY: \$16.55 /hour

Pathways Health Centre for Children strives for inclusivity and representative hiring practices to respond to the communities we serve. The agency welcomes applications from visible minorities, Indigenous persons, persons with disabilities, immigrants/refugees, persons of any sexual orientation, and persons of any gender identity or gender expression. Pathways is committed to employment equity and diversity in the workplace.

Accommodations are available for applicants with disabilities throughout the recruitment process.

Interested applicants are requested to email their resume and cover letter by **April 26, 2024** to:

HR@pathwayscentre.org

Thank you in advance for your interest; only those selected for an interview will be contacted.