



Canadian Mental
Health Association
Kenora
Mental health for all

Mobile Mental Health & Addictions Clinic Administrative Assistant

18 Month Contract

Under the direct supervision of the Mobile Mental Health & Addictions Clinic Team Lead, the Administrative Assistant for the Mobile Mental Health & Addictions Clinic shall participate as a member of the multi-disciplinary team and report to the Finance Manager and Chief Executive Officer of CMHA Kenora Branch. The administrative assistant will coordinate the appointment schedules for the Mobile Mental Health & Addictions Clinic that will occur in identified community locations as well as the partnership schedule coordination to these locations. In addition, the administrative assistant will coordinate all appointments to the identified landing space location identified for the MMHAC. The Mobile Mental Health and Addictions Clinic Administrative Assistant will also work with the MMHAC Team Lead to ensure that program development, maintenance and evaluation, management and supervision of human resources, program and organizational quality improvement, risk management, monitoring staff scheduling, and required data collection are completed for the program.

Qualifications:

Education and experience in the field of administrative, human services and office management
Ability to perform a variety of accounting clerical tasks related to the maintenance processing of payable account records, invoices, etc.

Proficiency in office procedures with knowledge of computers, Microsoft Office and Simply Accounting

Demonstrated discretion and trustworthiness due to frequent contact with confidential material

Demonstrated interpersonal skills, human relations, and ethics

Demonstrated professionalism in the performance of duties

Self-motivated, strong organizational skills and capable of fulfilling duties with minimal supervision

Knowledge of mental health/illness and mental health difficulties

Working knowledge of community resources and agencies

Ability to communicate professionally with community agencies

Highly developed communication skills

Cultural Competence for diverse populations

Understanding and applied knowledge of the Recovery Model

Understanding of trauma informed practice and implementation

Ability to manage conflict and crisis situations

Demonstrated time management skills

Ability to work independently as well as in a team environment

Creative problem solving

Valid Driver's License

Criminal Records Check for vulnerable populations

Certification in CPR and First Aid or willingness to obtain same

Duties:

- Adherence to all policies of the CMHA Kenora Branch including assurance of confidentiality of all client, personnel and organizational records and information
- Reception duties, maintaining current phone system point of contact for executives, employees, clients and other external partners, maintain an organized filing system of paper and electronic documents
- Assist the MMHAC Team Lead in the coordination of schedules with other organizations to support shared transportation in the MMHAC as well at the landing space for the MMHAC
- Monitor and maintain appearance of common areas
- Manage and record transactions for bank deposits
- Manage and maintain petty cash
- Property Management; arrange for maintenance of equipment or repair when appropriate, maintaining equipment inventories; evaluating new equipment and techniques, liaise with landlord
- Responsible for Agency key access to Mobile Mental Health & Addictions vehicles, landing space and partner locations in communities
- Maintain inventory of office supplies
- Preparation for meetings, catering, and special events for the Mobile Mental Health & Addictions Clinic
- Process and distribute all mail and courier
- Format information for internal and external communication – memos, emails, presentations, reports manage information flow in a timely and accurate manner for the Mobile Mental Health & Addictions Clinic
- Participate in the development of formal and informal agreements to establish and maintain clear roles in a collaborative service delivery model in multiple sites which will also include a landing space location identified for the MMHAC
- Assist with ongoing program development of the MMHAC as directed by the MMHAC Team Lead and Chief Executive Officer of CMHA Kenora Branch
- Assist in the evaluation of client satisfaction, achievement of goals, reassessment of service requirements and or needs in consultation with the client
- Excellent Verbal and Written communication skills
- Update CMHA Kenora policies and procedures located at the Mobile Mental Health & Addictions Clinic location
- Coordinate the MMHAC in various public events by ensuring that all events are coordinated and meet CMHA Kenora Branch communication strategy guidelines
- Arrange for all travel & travel advances for the MMHAC multi-disciplinary team
- Participate in Administrative Team Meetings as well as supervision meetings directly related to the MMHAC and minute take for these meetings
- Participate on specific Committees or task or work groups as assigned by the Mobile Mental Health & Addictions Team Lead and/or Chief Executive Officer
- Complete regular reviews and audits of program files to ensure compliance with the agencies policies and procedures
- Participation in ongoing training and education and application of new skills to practice Participates and contributes toward the effective working of the team and overall operation of the agency
- Actively participate in the development of sustainability of the ongoing Accreditation Standards, Required Organizational Practices and Quality Improvement projects

- Provide a safe environment by ensuring adherences to Workplace Health and Safety Regulations and Policies, Infection Control Guidelines, WHIMIS and Safe Work Procedures; including but not limited to Fire, Disaster and Evacuation Plans
- Ensure client safety and client safety activities are emphasized throughout orientation of new staff members, volunteers and students
- Ensure safety and security of all clients of the MMHAC during shift, including interpersonal safety and safety of the MMHAC staff
- Operate any equipment and work in a way that does not endanger oneself or any other worker
- Identify and report workplace hazards to the MMHAC Team Lead, Operations Coordinator, Finance Manager and Chief Executive Officer
- Support an environment which avoids, prevents, and corrects all activities or actions which may result in an adverse outcome in the delivery of mental health services
- Professionally representing Canadian Mental Health Association, Kenora Branch
- Responsible for self-care
- Other duties as directed

For more information, please visit www.cmhak.on.ca

**Please submit resume by February 9th, 2023 attention to:
Hiring Committee
Canadian Mental Health Association, Kenora Branch
227 Second Street South, 2nd Floor
Kenora, Ontario P9N 1G1
Email: careers@cmhak.on.ca**

The Canadian Mental Health Association, Kenora Branch welcomes and encourages applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.