



INTERNAL / EXTERNAL JOB POSTING

Receptionist / Administrative Clerk, Community Programs (CP) **(Full time Permanent)**

Massey Centre (“the Centre”) is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and an Early Learning Centre. All the programs and services are open to families, young women and their children living in the broader community.

The **Receptionist / Administrative Clerk, CP**, is a confidential position excluded from the bargaining unit. This position is responsible for providing effective and efficient secretarial, administrative and clerical services to Early ON, and other Community Programs as required.

- Term:** Permanent Full-time (40 hours/week)
- Department:** Community Programs
- Reports to:** Executive Assistant (dotted line to Manager, Community Programs)
- Qualification:**
- Community college diploma and additional training in office systems and administration, plus minimum one year relevant experience, or equivalent combination of education and experience
 - Excellent interpersonal/communication skills, including sensitivity to diverse cultural values and individual experiences
 - The ability to work independently and collaboratively as a team member
 - Proficiency in Microsoft Office Suite (Outlook, Word, Excel, Power Point, Microsoft Publisher); knowledge of Access is an asset
 - Statistical Data Entry Skills and ability to create reports.
 - Knowledge of CYSIS and EYSIS databases would be an asset.
 - Experienced with internet applications and email use
 - Detail orientation with strong organizational skills
- Working Condition:**
- Manual dexterity to use desktop computer and peripherals
 - Intermittent physical activity, including walking standing, sitting and lifting
 - Ability to lift items as heavy as 10 lb.
 - Flexibility to work overtime as required
 - Provide back up for other Centre Receptionists in their absence

Date of posting: Jun 20, 2022



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(Full time Permanent)

Closing Date: July 5, 2022; 5:00 p.m.

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005*, and the *Massey Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The Centre encourages applications from persons who represent the diverse populations we serve.

Qualified applicants should send their cover letter and resume by the closing date to:

**Human Resources
Massey Centre
1102 Broadview Avenue
Toronto, ON M4K 2S5
Fax: 416-425-4056**

OR

Email: hr@massey.ca (please quote "Receptionist/Administrative Clerk, CP" in the subject line)

We thank all applicants, however, only those we select for interview will be contacted.

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