



Addiction & Mental Health Services | services de lutte contre les dépendances et de santé mentale
Kingston Frontenac Lennox & Addington

Position: Program Support Assistant, ACTT And Community Psychiatry **Competition Reference:** 2019-47-KFLA

Required Shifts: Days, Evenings, Weekends

Reports to: Associate Director, ACTT and Case Management

Vacancies: 1

Hourly Rate: Pay Band 3
\$21.61 - \$23.87

Job Status: Temporary Full Time (Up to 1 year)

Location: Kingston

Union/Non-Union: OPSEU Local 489

Job Summary:

The Program Support Assistant provides administrative support to the Assertive Community Treatment Team and agency psychiatrists. Incumbent is responsible for providing administrative and clerical support which includes: records management, coordinating schedules, communication with team & clients and any other administrative services to support the delivery of clinical care that may be assigned.

Minimum Qualifications:

- Two-year Diploma in Office Administration - Medical
- Two years' experience in the administrative field, healthcare background preferred
- Current First Aid and CPR certificates
- Updated WHMIS and CPI Training

Knowledge, Skills and Abilities:

- Strong interpersonal and communication skills
- Excellent customer service skills with demonstrated ability to deal appropriately with sensitive situations and confidential information
- Well-developed computer skills in the use of database, word processing, spreadsheet, dicta-typing, and communication applications; MS Office preferred
- Understanding of medical terminology
- Detail oriented with demonstrated editing and proof-reading skills
- Demonstrated problem-solving abilities
- Excellent organizational and prioritizing skills, along with the ability to multitask in a fast-paced environment and observe deadlines
- Ability to compile, prepare and maintain detailed records and reports accurately and efficiently
- Ability to work autonomously as well as collaboratively in a team environment
- Required to provide a satisfactory criminal reference check (CRC) with Vulnerable Sector Screening prior to hire

*Please submit a resume and cover letter as one document only **quoting Competition Number 2019-47-KFLA***

Email: amhs.careers@amhs-hpe.ca

AMHS-KFLA strives to be a diverse and inclusive workplace. We encourage applications from all candidates who would contribute to the diversity of our community enhance our ability to provide quality services to our clients.

We are committed to accessible employment practices. If you require an accommodation to fully participate in the recruitment and selection process, please inform Human Resources to discuss your individual accessibility needs.