



Haldimand-Norfolk

**REACH**

*supporting children, families, communities*

Haldimand-Norfolk REACH is a multi-service agency, providing Children's Mental Health Services, Autism & Behaviour Services, Developmental Services, Youth Services, Adult Counselling Services, and several Early Learning Intervention & Care services including EarlyON Child & Family Centres and the Community Action Program for Children.

H-N REACH serves as the Lead Agency for Haldimand Norfolk Children's Mental Health Services, Coordinated Service Planning and the Student Nutrition Program in the Hamilton/Niagara Region. Through our Contact Unit, the agency serves as the single point of access for a variety of children's services.

H-N REACH is recognized as a local leader in community education, advocacy, inter-sector collaboration and Community Service Planning.

## **ADMINISTRATIVE ASSISTANT—Directors of Service**

**Ref. #: 2025-14**

*Part-time (0.6 f.t.e.), Temporary, Salaried*

*-Twenty-one hours per week*

*-13 month contract*

*-Townsend*

**Salary:** Step 1 \$35,691 - Step 2 \$40,151 - Step 3 \$44,613, pro-rated to 0.6 f.t.e

**Benefits:** Comprehensive, Extended Health Benefit Plan includes Health & Dental Benefits and RRSP

### **Responsibilities:**

- Provide administrative support to the Directors of Service
- Prepare and process agendas and minutes for internal and community meetings (including some evenings & weekends)
- Sort and prioritize incoming correspondence based on importance/urgency
- Develop and maintain the filing system for all information and records related to the duties of the Directors of Service.

### **Qualifications:**

- Successful completion of post-secondary training/diploma or equivalent experience in related field
- Proficiency in Microsoft Office Suite including Excel, Word, Publisher and PowerPoint
- Excellent verbal, oral and written communication skills
- Excellent time management skills and the ability to prioritize and work independently and collaboratively within a team environment
- Ability to maintain confidentiality; deal tactfully and confidently with sensitive information
- Criminal Record & Judicial Matters Check, Children's Aid Society Declaration/Release
- Possession of a valid driver's licence, \$2 million liability insurance, clear Drivers Abstract and use of a vehicle.

**Applicants are welcome to email the Director of Services—Child, Adult & Family Intervention, Irene Perro, [iperro@hnreach.on.ca](mailto:iperro@hnreach.on.ca) for more information about this position, or to find out more about working at H-N REACH.**

**Please submit a cover letter (citing the reference # above) & resume by email to [jobs@hnreach.on.ca](mailto:jobs@hnreach.on.ca) by March 30<sup>th</sup>, 2025 to:**

Lynn Tessaro, Human Resources Manager

**Haldimand-Norfolk REACH**

101A Nanticoke Creek Parkway, Townsend, ON, N0A 1S0

**Website:** [www.hnreach.on.ca](http://www.hnreach.on.ca)

*Only those selected for an interview will be contacted*

*Please contact us if you require accommodation*

*A United Way member Agency*



**COME GROW WITH US**

Join the REACH team to make a meaningful difference in people's lives every day!