



Haldimand-Norfolk  
**REACH**

*supporting children, families, communities*

Haldimand-Norfolk REACH is a multi-service agency, providing Autism & Behaviour Services, Child & Youth Mental Health 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 Child & Youth 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. #: 2022-59**

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

*Salary: Step 1 \$35,691 - Step 2 \$40,151 - Step 3 \$44,613*

#### **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.

**Please submit a cover letter (citing the reference # above) & resume by email to [jobs@hnreach.on.ca](mailto:jobs@hnreach.on.ca) by November 28<sup>th</sup>, 2024 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)

*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!