



Position Title: Administrative Assistant & Service Coordinator

Hiring for a vacancy.

Position Type: Full-Time (30-35 hours / week); In-Person

Compensation Range: \$22.00 to \$35.00 / hour

Location: Sault Ste. Marie, ON

Open Minds Core Services Centre is home to a group of private practitioners offering assessment, therapy, and consultation services for children, teens, and their families. Services include Social Work and Family Support, Speech-Language Pathology, Occupational Therapy, Relationship Development Intervention®, and yoga and mindfulness for families. Our team of practitioners offers customized care and a multi-disciplinary, collaborative approach that is family-led and family centred. In addition to core clinical services, we facilitate support groups, a community library, workshops, trainings, and an annual conference. We operate from our home-like clinic setting, and offer some services at other locations throughout the community, including client homes, child care centres, schools, and other locations.

We are excited to welcome a new member to the Open Minds team! Seeking someone who:

- is skilled and passionate about helping and communicating with families
- enjoys interacting in person with children and families, as well as facilitating administrative support behind the scenes
- has experience in administration in health care, social services, or related field
- has strong verbal and written communication skills
- enjoys working as part of a team and working independently when needed
- is proficient with a wide range of electronic systems/technology and is confident independently learning new digital tools and software when appropriate (Apple OS Applications and related technology)
- is flexible, able to prioritize, and able to time manage a variety of tasks and timelines
- is flexible to meet the administrative needs of a diverse team of professionals

Key responsibilities of this role:

- answering incoming phone calls and emails
- completing client referrals and intake, including consents for new and existing clients. This may involve phone conversations, virtual or in-person meetings
- scheduling client appointments; scheduling clinic rooms
- initiating phone and email correspondence with clients and other agencies
- client file management
- wait list management
- client database management
- client invoicing and maintaining financial records as assigned
- formatting letters and reports
- sourcing and procuring office supplies and equipment, and clinical resources
- assisting with various events and projects as assigned
- maintaining office supplies and equipment, including organization and disinfection
- office inventory stocking and maintenance duties as assigned

- developing and maintaining simple electronic tracking systems
- website and social media posts and updates
- developing handouts, posters, media posts, presentation slides, and other clinic materials as assigned
- booking event venues; setting up and facilitating registration for events; assisting with hosting and running in person and virtual events
- organizing and scheduling team building activities and events

Requirements and qualifications for this role:

- current vulnerable sector criminal record check
- proficiency with technology and social media
- prior experience assisting and communicating with the public
- strong oral and written communications skills
- experience as an administrative assistant, or in a related role
- familiarity with HIPAA and regulatory college requirements for confidentiality, record keeping, and record storage (training provided upon employment)

Contact us to learn more about the position, and what we have to offer!

www.ssmopenminds.org

To apply for the position, please apply through our website <https://ssmopenminds.org/we-are-hiring> or forward your cover letter and resume by email to info@ssmopenminds.org.

Artificial Intelligence (AI) is not used in the hiring process.