

Summit Housing & Outreach Programs

Contract Program Assistant Job Posting With the ACTT Program

Position: Program Assistant
This is a 37.5 hr. per week bargaining union position.

Purpose of the Position: The ACT Team is a multidisciplinary treatment team serving individuals who have been significantly impacted by mental illness. The Program Assistant is responsible for organizing, supporting and assisting with all nonclinical operations of the Assertive Community Treatment Team (ACTT) under the direction of the Program Manager.

Key Requirements:

- Degree or diploma in the field of Business Administration, Human Service or Health Care in medical with strong administrative skills
- Three to five years' experience in an administration position
- Demonstrated knowledge of administrative office procedures
- Ability to multi-task in a complex environment with team members and clients
- Ability to coordinate meetings and record and transcribe minutes of meetings
- Excellent knowledge of computers with proficiency in Microsoft Word, PowerPoint, Excel, Zoom, Outlook and CRMS
- Demonstrate ability to work independently and within a multi-disciplinary team.
- Excellent communication skills with a focus on medical terminology
- Highly organized; demonstrated ability to set workload priorities, meet deadlines and maintain confidentiality
- Ability to work independently, multi-task, and work in a fast-paced and (sometimes) demanding environment
- Basic knowledge and understanding of mental illness and recovery
- Ability to de-escalate conflicts
- Excellent interpersonal and independent problem-solving skills
- Able to hold a flexible work schedule with some travel throughout Halton
- Punctual and able to adhere to program time commitments
- Ability to work effectively under pressure and able to follow direction
- Possess a valid driver's license and have use of a car
- Second language an asset

Shifts: 7.5 hour shifts which will fall between 8:30am – 4:30pm. Some flexibility required.

Main Location: Oakville office with occasional travel throughout Halton Region required.

Wages: Step 1: \$23.10 Step 2: \$24.32

Commencement Date: Sept 18, 2023 till March 15, 2024 with possibility of extension

Summit Housing and Outreach Programs strives to foster an equitable workplace that reflects the diversity of the community we serve and welcomes all qualified candidates including racialized individuals, members of the 2SLGBTQ+ communities, people with disabilities and people with culturally diverse backgrounds. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please send your resume by Sept 13, 2023, to:

Kerry Prevett
Summit ACTT Program Manager
Email: kprevett@summit-housing.ca