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*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. #: 2024-62**

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

*-21 hours per week*

***Salary****: Step 1 $36,761 - Step 2 $41,355 - Step 3 $45,952*

***Benefits:*** *Comprehensive Benefit Package*

**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 Irene Perro, Director of Services-Child, Family & Adult Intervention** **iperro@hnreach.on.ca** **for more information about the benefit package and career growth opportunities, 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** **by September 8th, 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)

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*Only those selected for an interview will be contacted*

*Please contact us if you require accommodation*

*A United Way member Agency*