



## **Intake Support** **Administrative Support Summer Position 2019**

Founded in 1963, Shalem Mental Health Network is a non-profit family service agency and a member of Family Service Ontario offering a wide range of community programs, including:

- Counselling Services, which include Art Therapy and Attachment Therapy specialties,
- Congregational Assistance Program, an EAP-type program available to all members of participating churches,
- Clergy Care for pastors and their families,
- WrapAround programming in Hamilton and other areas of Ontario, along with active involvement in the WrapAround Association of Ontario and Wrap Canada,
- Restorative Practice services in schools, communities, workplaces and churches in Ontario,
- REcreate Outreach Art Studio for at-risk youth in Hamilton

**Position:** Intake Assistant

**Pay:** \$14.50/hour

**Time:** 30 hours/week (8 weeks) some early evening hours required

### **Responsibilities:**

The successful applicant will assist the Intake Team at Shalem Counselling Services. The Intake support student will assist with answering phones and emails, and greeting clients in the clinic. They will assist with a variety of administrative duties and projects in the office, including filing and data entry.

### **Requirements:**

Applicants will be required to provide a successful criminal reference check. Applicants should be professional, compassionate, a team player, able to work independently at times and have a passion for outreach work, especially working with vulnerable individuals and families. Knowledge of Microsoft Excel and Filemaker an asset.

Please submit a resume by **May 17, 2019** to:

Danielle VandenAkker, Managing Director  
Shalem Mental Health Network  
875 Main Street East  
Hamilton, ON L8M 1M2  
[daniellev@shalemnetwork.org](mailto:daniellev@shalemnetwork.org)

Funding for this position is dependent on a successful grant from Service Canada – Canada Summer Jobs  
Only those applicants being interviewed will be contacted.