



## **Intake Support** **Administrative Support Student Position 2022**

Shalem Mental Health Network is a dynamic agency, offering innovative programs to both the Hamilton area and the province of Ontario. A member of Family Service Ontario, Shalem is a faith-based agency serving the wider community as well as faith communities. With a culture of support and collaboration among its staff, and holding values of peace-making and professional excellence, it strives to offer great care, as well as be a safe and collaborative place to practice.

Our counselling centre's work is client-centered and attachment-informed, done within an anti-oppressive framework. From this context, the position of Intake Support will work with the intake team on matching new and existing clients with a therapist, as well as other administrative tasks.

**Position:** Intake and Office Assistant

**Pay:** \$20/hour

**Time:** 35 hours/week for 8 – 12 weeks, some early evening hours required

### **Responsibilities:**

The successful applicant will assist the Intake Team at Shalem Counselling Services. The Intake Assistant will assist with answering phones and emails, greeting clients in the clinic and setting up virtual appointments. They will assist with a variety of administrative duties and projects in the office, including site maintenance, 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 11, 2022** 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.