

Administrative Assistant – Full Time

REPOST

Job Posting #E031-21

The Mood Disorders Association of BC (MDABC) is a non-profit organization that provides treatment, support, education and hope of recovery for people living with a mood disorder. We serve to build awareness and understanding in communities throughout the province, reaching out to as many people as possible. Our clinic offers psychiatric, counselling, rTMS treatment, support groups, food as medicine, art programs and other services. MDABC is a branch of Lookout Housing and Health Society. For more information about MDABC please refer to our website: www.mdabc.net and Lookout www.lookoutsociety.ca

Position Summary:

Reporting to the Manager of MDABC, the Administrative Assistant will provide assistance to the Counselling and Wellness Center at MDABC (Downtown) and will support the centre through booking appointments, managing a waitlist, greeting clients and answering phone calls, taking payments, ordering office supplies, and maintaining office room schedules.

The Administrative Assistant is the first point of contact to the general public and provides administrative support to the Manager. This position requires a high level of privacy and confidentiality and the successful candidate will be required to sign and adhere to Lookout's Code of Ethics and Confidentiality Policy. Salary will be negotiated depending on experience and qualifications, and includes a benefits and pension plan. This position is exempt from the Union. This position works Monday through Friday 8:30 – 4:30 with a half hour lunch break.

Qualifications:

- Post-secondary education equivalent to two (2) years of study and One (1) year of experience working in a non-profit environment or counselling, medical clinic; or an equivalent combination of education, training, and experience
- Two (2) years of recent related experience – mental health, mood disorders, medical office, etc.
- Demonstrated ability to type 60 w.p.m.
- Valid Occupational First Aid Level 1 Certificate is an asset
- Must pass a satisfactory Criminal Record Check within the Vulnerable Sector

Skills and Abilities:

- Demonstrated professional and friendly attitude and an ability to maintain calm under pressure
- Familiarity with mental health challenges and respectful communication an asset
- Ability to manage a high workload with multiple priorities maintaining professional and respectful boundaries with all clientele.
- Ability to work with a significant level of interruptions and prioritize tasks
- Excellent communication (both verbal and written), planning, and organizational skills
- Proven ability to write correspondence on a variety of topics
- Ability to research and analyze, investigate and resolve issues, and recommend solutions
- Proficiency with Microsoft Office programs, database management (Input Health) and other related office equipment.

Send Expression of Interest and Resume to stephen.finlay@mdabc.net by August 3, 2021