



Job Description: Office Administration Internship

Intern Position:	Office Administration Intern
Reports to:	CFS Office Manager
Position Summary:	<p>The Clinical Assistant Intern would provide support to the Clinical Program Assistant with data entry of client information into EMHWare and general reception duties.</p> <p>This position operates in person at the 20 Anne Street location. Office hours are 9am-5pm Monday, Wednesday, Friday; and 9am-8pm Tuesday and Wednesday.</p> <p>The Clinical Assistant will check in at a frequency determined by the CFS Office Manager</p> <p>The working schedule will be determined by CFS in collaboration with the Intern.</p>

KEY RESPONSIBILITIES

- Answering client calls and directing them appropriately.
- Data entry from Caredove to EMHWare.
- Update the Diversity Board.
- Assist with in-person walk-in clinic as required.

LENGTH OF COMMITMENT

- 8-week commitment/2 days per week or per placement specifications.
- Ability to work an evening shift noon-8 p.m.

QUALIFICATIONS

- Proficiency in Microsoft Office 365 Suite of programs, Database experience.
- Excellent written/verbal communication skills with the ability to assist a diverse range of clients.
- Reliability and punctuality.
- Strong organizational, time management, communication, and priority setting skills to meet deadlines and assist the clinical team and other staff members.
- Awareness of local social services is an asset.
- A satisfactory Vulnerable Sector Criminal Records check.



SUPPORT

Introductory training sessions include:

- Training on Caredove.
- Training on EMHWare.
- Training on Zoom.

BENEFITS

- Enjoy team meetings, celebrations, and retreats during tenure.
- Associate with a well-known, respected, and accredited brand.
- Join an organization committed to ensuring everyone in our community has access to the highest standards of professional care. We are proud that our clients consistently rate their satisfaction with our services at more than 95%.
- Be part of a team of professionals and stakeholders who rank CFS as a 4 or 5 (out of 5) for excellence in engagement.