



Support Services Summer Assistant – 8 Week Summer Contract

The Children's Treatment Centre of Chatham-Kent is recruiting a Support Services Summer Student.

This is a temporary full-time summer position (35 hours/week) funded through the Canada Summer Jobs program, with an anticipated start date the week of June 22, 2026 to the week of August 17, 2026 (inclusive). The successful candidate will join our Support Services team, providing administrative and reception support to ensure smooth day-to-day operations across the Centre.

Position Summary

Under the supervision of the Team Leader Client Support, the Support Services Summer Assistant will provide administrative support during peak summer months. This role plays a key part in maintaining efficient clinic operations, supporting increased client flow, and ensuring a positive experience for families accessing services.

The position provides valuable exposure to healthcare administration within a pediatric setting, supporting both clinical and administrative teams while developing transferable office and communication skills.

General Responsibilities

- Provide reception coverage, including answering phones and responding to email inquiries from clients and community partners.
- Assist with scheduling, appointment confirmations, and monitoring communications.
- Prepare client files, including scanning, uploading, and organizing documentation within the electronic health record (EHR).
- Support data entry, database updates, and maintaining accuracy within the electronic health record systems
- Follow up on missing information and assist with maintaining complete and up-to-date client records.
- Provide general administrative support including printing, filing, scanning, and organizing materials.
- Assist with inventory organization and administrative projects such as file audits and data clean-up.
- Support front desk coverage during peak times, meetings, and staff breaks.

- Participate in team meetings and support general Centre operations as required.
- Other duties as assigned.

Assets

- Interest in administrative, business, healthcare, or social service fields.
- Strong communication and interpersonal skills, with a warm and professional approach.
- Comfortable using technology including Microsoft Office (Word, Excel, Outlook).
- Strong organizational skills and attention to detail.

Competencies

- Professionalism and discretion when handling sensitive and confidential information.
- Ability to manage multiple tasks and prioritize effectively.
- Strong customer service skills and ability to engage with families and staff.
- Positive attitude and willingness to learn.
- Ability to work both independently and as part of a team.
- Flexibility and adaptability in a fast-paced environment.

Schedule & Work Environment

Schedule may vary based on operational needs; however, the position will primarily support daytime hours, Monday to Friday.

Work will take place on-site at the Children's Treatment Centre of Chatham-Kent in an office and reception environment.

Eligibility (Canada Summer Jobs Program)

Applicants must meet the following criteria:

- Be between 15 and 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred.
- Have a valid Social Insurance Number and be legally entitled to work in Canada.

Compensation

\$17.60 per hour based on a 35 Hour Work Week

Please submit resume and cover letter to npittman@ctc-ck.com by April 29, 2026

