



Canadian Mental  
Health Association  
Sudbury/Manitoulin

Association canadienne  
pour la santé mentale  
Sudbury/Manitoulin

## **EMPLOYMENT PACKAGE:**

The following employment package contains information to apply for the **Executive Assistant up to one year contract position.**

The package contains (for your information):

- 1. Job Posting**
- 2. Job Description “Executive Assistant”**
- 3. Scenario Questions**
- 4. Employment Application**
- 5. Job Applicant Screening Form**

Requirements for submission:

- 1. Applicant’s Resume & Cover Letter**
- 2. Completion of Application Form**
- 3. Completion of Scenario Questions (4)**
- 4. Completion of Job Applicant Screening Form**



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**POSTING: Executive Assistant**

**Full Time: 35 hours/ week (includes weekdays and occasional evenings and weekends)**

**RESPONSIBILITY:**

Under the direction of the Chief Executive Officer, this position would be responsible for the day-to-day organization of the Executive Office including providing pro-active daily support to the CEO, Director of Operations, Board President and other Board members.

**QUALIFICATIONS:**

Position requires a Pass Degree/ Diploma or Canadian equivalent in office administration.

**Bilingualism is essential.**

**SALARY:**

Diploma/ Degree: \$37,600 – 47,000

**LOCATION:** Sudbury

**TO APPLY:**

Please complete the employment package available online at <http://sm.cmha.ca/get-involved/employment/> and submit to the attention of Human Resources:

By email: [recruiting@dibrinasure.com](mailto:recruiting@dibrinasure.com)

By Mail: DiBrina Sure Human Resources  
62 Frood Road, Suite 302, Sudbury, Ontario, P3C 4Z3

By Fax: 705-688-9060

**DEADLINE: October 13, 2015 by 12:00 noon**

*The Canadian Mental Health Association operates within a Total Quality Management model. Personal information submitted will be used for the purpose of determining suitability for these openings only. All applicants are thanked for their interest; however, only those selected for an interview will be contacted. CMHA follows the AODA legislation and support persons with disabilities with accommodations. Please notify us if you have any accessibility requirements. Canadian Mental Health Association is an equal opportunity employer.*



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**POSTE: Adjoint (e) de direction**

**À temps plein: 35 heures/semaine (inclus en semaine et occasionnellement les week-ends et soirées)**

**RESPONSABILITÉ :**

Sous la direction de la présidente-directrice générale, ce poste sera responsable de la gestion quotidienne du bureau exécutif, qui inclus fournir un soutien quotidien à la PDG, la directrice des opérations, la présidente du conseil et autres membre du conseil.

**QUALIFICATIONS :**

Ce poste exige un diplôme d'études postsecondaires, un baccalauréat ou l'équivalent canadien en administration de bureau.

**Le bilinguisme est essentiel.**

**SALAIRE :**

Diplôme/baccalauréat : 37,600 \$ – 47,000 \$

**EMPLACEMENT :** Sudbury

**POUR FAIRE UNE DEMANDE :**

S'il-vous plaît, remplissez une trousse de demande en matière d'emploi sur notre site web à <http://sm.cmha.ca/get-involved/employment/> et faites-le parvenir à l'attention de : Ressources humaines

Par courriel : [recruiting@dibrinasure.com](mailto:recruiting@dibrinasure.com)

Par la poste: DiBrina Sure Human Resources

62, rue Froot, Unité 302, Sudbury, ON P3C 4Z3

Par télécopieur : 705-688-9060

**DATE LIMITE :**

La date limite pour accepter les demandes est le 13 octobre, 2015 à 12 h (midi).

*L'Association canadienne pour la santé mentale fonctionne parmi un modèle de la gestion de la qualité totale. Les renseignements personnels fournis seront utilisés pour la détermination d'aptitude pour remplir le poste. Merci à tous les candidats et candidates pour l'intérêt. Seulement ceux et celles qui seront choisis pour une entrevue seront contactés. L'ACSM conforme à la Loi sur l'accessibilité pour les personnes handicapées de l'Ontario (LAPHO) et fournit un soutien aux personnes handicapées. S'il vous plaît, informez-nous de vos exigences en matière d'accessibilité. L'ACSM applique une politique au principe d'équité en emploi.*



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*Mental health for all*

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*La santé mentale pour tous*

## Executive Assistant

**INCUMBENT:** Vacant

**REPORTS TO:** CEO

**PROGRAM:** Administration

**APPROVED BY:**

**DATE APPROVED/REVISED:** DRAFT July 2014

**HOURS:** 35 hours/week

### POSITION SUMMARY:

Under the direction of the Chief Executive Officer, this position would be responsible for the day to day organization of the Executive Office including providing pro-active daily support to the CEO, Director of Operations, Board President and other Board members.

### ESSENTIAL JOB RESPONSIBILITIES:

#### Senior Management Support

- Screening calls, mail and related inquiries directed to the CEO. Ensuring timely responses to phone calls, correspondence and projects requiring CEO sign-off. Redirecting correspondence to appropriate staff for response and provides follow-up and tracking for all incoming mail
- Drafting, typing and editing correspondence for CEO. Responding to request for meetings and ensuring follow up on emails and voice mails, etc. Making travel arrangements and coordinating short and long term scheduling.
- Maintaining filing system for CEO
- Ensures Chief Executive Officer is kept abreast of current issues requiring immediate attention.
- Receiving visitors to the CEO's office, and answering or referring inquiries, in the absence of department staff

#### Board of Directors Support

- Acts as recording secretary to the Board of Directors, Governance Committee and assists in follow-up actions arising from Board and Governance Committee decisions
- Preparing boardroom/meeting room in advance of meetings. Assisting with food arrangements as requested. Preparing correspondence and/or video equipment for meetings as requested.
- Initiating reminder calls and forwards regrets to proper party if required.

#### Clerical Support

- Acting as recording secretary to the Senior Management staff
- Assisting Management staff in Annual Meeting and conference arrangements and other conference preparation and participation
- Assisting Senior Management and staff in scheduling activities, meetings and making arrangements for travel, meetings and conferences
- Undertakes projects as directed by the Chief Executive Officer.



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## Executive Assistant

### Qualifications

- Pass Degree/ Diploma or Canadian equivalent in office administration (or equivalent experience and education).
- Minimum 1 year' experience as an Executive Assistant.
- Experience with relevant computer programs including Excel, Word, PowerPoint, Reference Manager, Share Point, etc.
- Proficiency in both official languages is essential.

### JOB SPECIFIC COMPETENCIES

The following competencies are required for this position:

<b>Spoken Communications</b>	Able to clearly present information through the spoken word; influence or persuade others through oral presentation in positive or negative circumstances; listen well.
<b>Alertness</b>	Able to be attentive to all aspects of the environment while working to monitor environment during routine activity.
<b>Interaction</b>	Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.
<b>Planning, Organizing and Coordinating</b>	Efficiently uses time and completes tasks/projects on time through the routine planning of own work and resources. Work within the department's objectives, responsibilities, accountabilities, timelines and resources. Keeps appropriate people informed on progress of task/projects.
<b>Creativity</b>	Able to develop unique and novel solutions to problems; use intuition and a new way of thinking to give birth to new ideas; to present information in an attention-getting and interesting manner.
<b>Versatility</b>	Able to modify one's own behavioural style to respond to the needs of others while maintaining one's own objectives and sense of dignity.
<b>Functional Skills</b>	Knowledge and proficiency in data collection and analysis. Strong presentation and written communication skills.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization



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## **SCENARIO QUESTIONS**

Position: **Executive Assistant**

**Please answer the following questions:**

- 1. Tell us about your experience in past jobs that required you to be especially alert to details while doing the task involved.**
- 2. Tell us about a time when you were particularly effective on prioritizing tasks and completing a project on schedule.**
- 3. Tell us about the best example of a recent project on which you achieved a level of quality above and beyond normal expectations. In what ways did you put out extra effort to achieve that level?**



## EMPLOYMENT APPLICATION

Position being applied for  
**PERSONAL DATA**

Date available to begin work

Last name

Given name(s)

Address:

Street

Apt. No.

Home Telephone Number

City

Province

Postal Code

Business Telephone Number

Email Address

Languages written

Languages spoken

Are you legally eligible to work in Canada?

Yes

No

Are you willing to relocate in Ontario?

Yes

No

Preferred Location

To determine your qualifications for employment, please provide below and on the reverse, information related to your academic and other achievements including volunteer work, as well as employment history. Additional information may be attached on a separate sheet.

### **EDUCATION**

**SECONDARY SCHOOL**     **BUSINESS OR TRADE SCHOOL**

Highest grade or level completed

Name of program

Length of program

license, certificate or diploma awarded?

Yes

No

Type

**COMMUNITY COLLEGE:** Diploma / Degree awarded:

Yes

No

Honours

Name of Program

Length of Program

Major subject

**UNIVERSITY:** Diploma / Degree awarded:

Yes

No

Honours

Name of Program

Length of Program

Major subject

Other courses, workshops, seminars

Licenses, Certificates, Degrees

### **WORK RELATED SKILLS**

Describe any of your work related skills, experience, or training that relate to the position being applied for.



## EMPLOYMENT APPLICATION

### EMPLOYMENT HISTORY

---

Job Title(s)

---

Name of present / last employer

Name of Supervisor

---

Address of employer

Phone

---

Type of Business

---

Functions / Responsibilities

Period of employment (includes leaves of absence related to maternity / parental leave, Worker's Compensation claims, disability, or human rights complaints)

---

From

To

---

Reason for leaving (do not include leaves of absence related to maternity / parental leave, Worker's Compensation claims, disability, or human rights complaints)

---

Job Title(s)

---

Name of previous employer

Name of Supervisor

---

Address of employer

Phone

---

Type of Business

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Functions / Responsibilities

Period of employment (includes leaves of absence related to maternity / parental leave, Worker's Compensation claims, disability, or human rights complaints)

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## EMPLOYMENT APPLICATION

---

Job Title(s)

---

Name of previous employer

Name of Supervisor

---

Address of employer

Phone

---

Type of Business

---

Functions / Responsibilities

Period of employment (includes leaves of absence related to maternity / parental leave, Worker's Compensation claims, disability, or human rights complaints)

---

From

To

---

Reason for leaving (do not include leaves of absence related to maternity / parental leave, Worker's Compensation claims, disability, or human rights complaints)

### **REFERENCES**

For employment references may we approach:

Your present / last employer?

Yes

No

Your former employer(s)?

Yes

No

List references if different than above on a separate sheet.

I hereby declare that the foregoing information is true and complete to my knowledge. I understand that a false statement may disqualify me from employment, or cause my dismissal.

Have you attached an additional sheet?

Yes

No

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Signature

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Date

**CANADIAN MENTAL HEALTH ASSOCIATION  
SUDBURY/MANITOULIN**

**JOB APPLICATION SCREENING**

Please fill out the following form and attach to your resume.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>JOB COMPETENCIES</b>	<b>Yes or No</b>
<b>Educational Preparation:</b>	
Do you have a College Diploma?	
Do you have a University Bachelor Degree in a related field?	
Do you have a Masters Degree?	
<b>Language Capacities:</b>	
<b>Are you bilingual (English and French)</b>	
Do you speak another language along with English or French? If so, indicate which language.	
<b>Experience and Knowledge (Paid Only):</b>	
Do you have <u>at a minimum</u> 1 year experience working with people who have a serious mental illness?	
Do you have experience working with people with a serious mental illness in their home of place of shelter?	
Do you have experience working with individuals who are homeless?	
Do you have experience intervening with individuals who are in crisis and/or suicidal?	
Do you have experience working with people who have substance use disorder?	
Are you knowledgeable of community resources in Sudbury/Manitoulin?	
Are you knowledgeable of pertinent legislation affecting clients? (e.g. Mental Health Act, Ontario Works, Tenant Protection Act?)	
Do you have experience in advocating for individuals within the Mental Health, Criminal Justice, and Social Service systems?	
Do you have experience in community development and community education?	
Are you able to assess client needs and develop service plans that respond to client needs and preferences?	
Have you demonstrated the ability to work effectively with a wide variety of professionals?	
Are you interested in working as part of a team?	
Are you able to work independently in a non-structured environment?	
Are you able to work flexible hours?	
Do you have a strong belief in a client directed practice?	
Do you have a non-judgmental attitude towards individuals who choose alternative lifestyles?	
Have you demonstrated the ability to establish and maintain good working relationships with clients, colleagues, and the community at large?	
<b>Do you have a valid Canadian class G driver's license?</b>	

**Note: Misrepresentation shall disqualify you from employment or be considered just cause for dismissal.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date