



Addiction & Mental Health Services | services de lutte contre les dépendances et de santé mentale  
Kingston Frontenac Lennox & Addington

<b>Position:</b>	Program Support Assistant	<b>Competition Number:</b>	2026-036
<b>Hours of Work:</b>	37.50 hours weekly Mon-Fri, 8:00 am to 4:00 pm	<b>Reports to:</b>	Program Manager, Crisis & Intake
<b>Location:</b>	Kingston	<b>Hourly Rate:</b>	Pay Band 3 \$ 25.44 - \$ 29.76
<b>Job Status:</b>	Temporary Full-time (6 months)	<b>Union/Non-Union:</b>	OPSEU/SEFPO Local 489
<b>Vacancies:</b>	One (1)		

This posting is for an existing vacancy within our organization

#### Job Summary:

The Program Support Assistant provides administrative program support to clients and staff across many programs and services of the agency, assignments may vary. The incumbent is responsible for organizing, coordinating and maintaining non-clinical operations including managing records, coordination of record management and communication with the team and clients.

#### Minimum Qualifications:

- Two-year diploma in Office Administration – Medical
- Two years' relevant experience in the administrative field, healthcare background preferred
- Certification in First Aid and CPR, an asset
- Applied Suicide Intervention Skills training, an asset
- Non-Violent Crisis Intervention training, an asset
- Updated WHMIS, an asset

#### Knowledge, Skills and Abilities:

- Strong interpersonal and communication skills
- Excellent customer service skills with demonstrated ability to deal appropriately with sensitive situations and confidential information
- Well-developed computer skills in the use of database, word processing, spreadsheet, dicta-typing, and communication applications; MS Office preferred
- Understanding of medical terminology
- Detail oriented with demonstrated editing and proof-reading skills
- Demonstrated problem-solving abilities
- Excellent organizational and prioritizing skills, along with the ability to multitask in a fast-paced environment and observe deadlines
- Ability to compile, prepare and maintain detailed records and reports accurately and efficiently
- Ability to work autonomously as well as collaboratively in a multidisciplinary team environment
- Working knowledge of the Health Care Consent Act, Mental Health Act, Personal Health Information Protection Act, and other relevant legislation
- Must possess a valid Ontario Driver's License and have regular access to a reliable vehicle and provide proof of adequate vehicle insurance.
- Required to provide a satisfactory criminal reference check (CRC) with Vulnerable Sector Screening prior to hire.
- French Language proficiency considered an asset.

Please submit a resume and cover letter as one document only quoting **Competition Number 2026-036**

to: [careers@amhs-kfla.ca](mailto:careers@amhs-kfla.ca)

*AMHS-KFLA strives to be a diverse and inclusive workplace. We encourage applications from all candidates who would contribute to the diversity of our community and enhance our ability to provide quality services to our clients.*

*We are committed to accessible employment practices. If you require an accommodation to fully participate in the recruitment and selection process, please inform Human Resources to discuss your individual accessibility needs.*

**AI Disclosure:** We do not use artificial intelligence to screen, assess, or select applicants for this position