

# WE ARE HIRING!



Posting #2025-BHS-17

## PROGRAM ASSISTANT – BEHAVIOURAL HEALTH SERVICES

### About the Job:

The Program Assistant provides support services to the Mental Health programs and services, with focus on administrative functions of intakes, client files and referrals.

### Qualifications:

- Diploma in Office Administration or equivalent
- 2 years experience in an office setting and proficient in the use of software programs including Microsoft Office (ie Word, Excel, and Power Point)
- Must possess valid driver's license, have clean driver's abstract, and be insurable
- Current updated immunization required
- Must possess or be willing to obtain current First Aid and CPR qualifications
- Employment is conditional upon successful completion of a vulnerable sector criminal records check

### Requirements for Submission:

Candidates are invited to submit an employment application ( [www.fftahs.com/careers](http://www.fftahs.com/careers) ), cover letter and resume, including three employment-related references, one being from a current or most recent supervisor. Please reference the competition **#2025-BHS-17**

### Deadline for Submission:

Open until filled



**SALARY RANGE : \$42,967 – \$57,289**  
(SALARY BASED ON EDUCATION AND EXPERIENCE)

✉ [humanresources@fftahs.org](mailto:humanresources@fftahs.org)

📍 Hiring Committee  
P.O. Box 608  
Fort Frances, ON  
P9A 3M9

**Job Description is available upon request.** Giishkaandago'ikwe Health Services is an equal opportunity employer, Accessibility accommodations are available for all parts of the recruitment process. While we appreciate all who apply, we will only contact those persons selected for an interview. Miigwech, thank you.