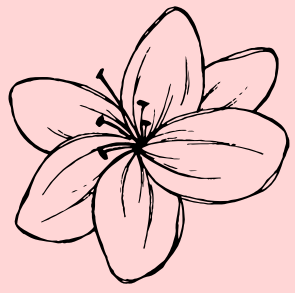
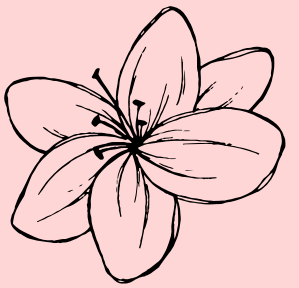


ACCEPTING APPLICATIONS

For an Admin Assistant



Must be able to attend an office in person when scheduled.
5 - 10 hours per week to start, and potential to grow with the practice.
Looking for an independent contractor.



PLEASE EMAIL YOUR RESUME TO:

INFO@PEACEOFMINDPSYCHOTHERAPY.CA

Position Details:

- Hybrid work model
- Flexible Scheduling
- \$19-\$22 an hour
- Independent Contracting
- Potential for hours to increase
- Vulnerable Sector Check Required

Objective:

We are looking for an Administrative Assistant who is an enthusiastic, dynamic, and motivated individual to join a developing practice. Our services are being offered in-person, video, phone, and walk-n-talk. This hybrid position allows you to maintain autonomy and flexibility of your schedule. You will deliver tasks and services in accordance with Peace of Mind Psychotherapy, the respective colleges, and industry professional practice standards. We are looking for someone that can bring clarity and precision, and can do so with a positive and energetic demeanor.

Highlights of Qualifications:

- Strong organizational skills with attention to detail
- Ability to multi-task and prioritize tasks effectively
- Basic computer knowledge and proficiency in Microsoft Office applications
- Experience with Canva, Mailchimp, and web-based applications
- Experience with the client management software, Jane
- Good understanding of mental health and wellness
- Maintain client confidentiality
- Familiar with community resources
- Ability to deescalate and interact in a calm and understanding way
- Experience with social media
- Ability to work independently and as a part of a team

Job Posting Closes:
August 30, 2025
Anticipated Start Date:
September 15, 2025

Job Requirements:

- Schedule and confirm client appointments and set appointment reminders
- Respond to all client contacts and act as a liaison between the client and the therapist
- Providing clients with resources
- Informing client of all options in finding the right fit
- Complete insurance and other claim forms
- Process payments and follow up on outstanding invoices
- Initiate and maintain confidential files and records
- Prepare financial statements and billing when needed
- Establish and maintain various internal office administrative support
- The ability to engage in a self-reflexive practice to work from a growth mindset
- The ability to take a client centered approach
- Order supplies and maintain inventory by connecting with in-person staff at each location
- May onboard and train new staff and interns in procedures and in use of current software
- Excellent time management, organization, customer service, and communication skills
- Access to a quiet, private home office workspace, ideally in the Niagara Region
- Demonstrated poise, tact, and diplomacy
- Perform general clerical duties including maintaining accurate client records and preparing clear and concise records.
- Work with a diverse team of professionals and clients in a respectful manner
- Handle sensitive and confidential situations
- Create forms and documents for a variety of uses
- Ability to identify opportunities to streamline processes
- Take initiative to manage files and ensure that they are organized and updated
- Creating blogs and media posts
- Additional responsibilities as duties as required

What We Offer:

- A fun environment, with room to grow with the company
- Ability to contribute and customize the role, within the guidelines
- A unique opportunity to start with a company that is just starting to expand
- An opportunity to use a diverse range of skills on a variety of different tasks
- The chance to create processes that work for your style
- Skills training to support development, when available
- A working relationship with someone that is open, and willing to hand over the reins

Job Qualifications:

- Demonstrated experience in a medical office setting or similar administrative role
- Minimum of three-year's experience preferred
- Strong organizational skills with attention to detail
- Ability to multi-task and prioritize tasks effectively
- Basic computer knowledge and proficiency in Microsoft, electronic file management and record keeping, payment processing, and the client management software: Jane.
- Post-secondary degree or diploma in Business Administration or a related field or equivalent combination of education and experience is an asset
- Familiar with direct billing to insurance companies
- Ability to balance clients needs with the needs of Peace of Mind Psychotherapy
- Excellent customer service skills
- Empathetic and solution focused
- High level interpersonal skills to interact effectively with clients, families, and the team
- Communicate effectively in both oral and written form, with strong attention to detail
- Good understanding of mental health and wellness
- Ability to take initiative and problem-solve quickly and efficiently
- Looking for someone that can take the lead
- Flexibility in working hours is required, with a mix of days, evenings, and/or weekends
- Additional hours as needed
- Abide by the colleges of the CRPO or OCSWSSW.
- Ability to speak another language, an asset.
- Proof of a Vulnerable Sector Check

To Apply:

Email your resume to:

info@peaceofmindpsychotherapy.ca