

Strongest Families Institute



Location: Lower Sackville
BOOKING/ADMINISTRATIVE ASSISTANT

Job Summary

Strongest Families Institute (www.strongestfamilies.com) delivers children's mental health care from a distance using educational materials and telephone support. The Booking/General Office Administrative Assistant facilitates program delivery by receiving referrals, booking evaluation appointments and performs general office duties.

Duties and Responsibilities

1. Receives and reviews incoming referrals via fax to email
2. Data entry; enters information from referrals into the Strongest Families electronic system
3. Schedules appointments with clients for Evaluation staff
4. Completes reminder notifications (e.g., by phone, email or text)
5. Generates letters and conducts follow-up to ensure all steps taken (including accuracy of the letter prior to mailing confidential information)
6. Contacts agencies to confirm receipt of referrals when required
7. Assists with inventory control
8. Sends materials to families
9. General office duties as required
10. French first language is an asset

Reports directly to Evaluation Team Lead and Evaluation Manager. The successful candidate will have outstanding interpersonal and organizational skills and a great team player.

Please apply to:

info@strongestfamilies.com
Attn: Naomi LeBlanc