Job Posting
Administrative Assistant

The John McGivney Children's Centre provides paediatric therapy services in the Windsor-Essex County community, enriching and celebrating the lives of children and youth with disabilities to help abilities grow, by providing child-focused, family-centred care. As a HOOPP employer, JMCC values collaboration, honesty, innovation, leadership, diversity, equity and inclusion.

Summary of the Role:

Reporting to the Supervisor of Intake & Health Information Management, the Administrative Assistant will:

- Provide a full range of administrative and clerical support to clinical departments and programs.
- They will process referrals into the Client Information System and ensure a complete and informative health record for each JMCC client.
- In addition to supporting the reception desk, drafting correspondence, and supporting scheduling, the Administrative Assistant will also be responsible to: process incoming and outgoing client documents; send and receive client information; and ensure client confidentiality and security of records.

Qualifications:

- Relevant post-secondary education with a minimum of one year of related experience in an administrative role in a professional environment.
- Proficient with Microsoft Office and Health Information Systems.
- Excellent organizational, interpersonal, written and verbal communication skills.
- The candidate must be available to work flexible hours, as required.
- French Language Proficiency is an asset.

What We Offer:

- HOOPP Pension Plan
- Generous Vacation & Time off package
- Health & Dental Benefits
- Hourly Wage Range - $26.574 - $29.776
- Hours of Work –37.5 hours per week
- Internal & External Posting
- Date Posted: November 3, 2026
- Closing Date: November 11, 2026
- 1 Permanent Vacancy (1.0 FTE)
  (Existing Vacancy)

Let our staff tell you why they love working at JMCC! Watch our short 5 minute video!

Qualified applicants can submit a resume and cover letter to the Human Resources Department (hr@jmccentre.ca), by 4:00 pm on **November 11, 2026**

JMCC is committed to equity and diversity in the delivery of services and our work environment. Members from equity-seeking groups including Women, Indigenous Persons, Members of Racialized Groups, Persons with Disabilities and Persons of Diverse Gender Identities, Gender Expressions and Sexual Orientations, and groups protected by the Ontario Human Rights Code are encouraged to apply and to self-identify in their resume and/or cover letter. JMCC is committed to a recruitment process and work environment that is inclusive and barrier free. Should interested candidates require accommodations at any time during the recruitment process, please advise us of the nature of the accommodation(s) as soon as possible.