



Positions Available: 1 Full-time CLINICAL ADMINISTRATIVE ASSISTANT

**Clinic Hours: Monday-Thursday, 8:30am-9pm; Friday/Sat, 9:00am-6pm;
Occasional Sunday**

The Family Psychology Centre (FPC) comprises a full-service family mental health clinic, clinical teaching program, and clinical research institute. Patient care is provided by a team of psychologists, clinical social workers, and child psychiatrists. See the team at familypsychology.org.

We currently have one position open for full-time Clinical Administrators, as we expand our support services for a growing clinical team. Duties include interaction with patients and families, registering, scheduling, handling payments, and generally supporting the clinical and management teams.

FPC will be a great fit if you enjoy working in a fast-paced, collaborative, dynamic interdisciplinary environment. Multi-tasking is part of the job, as is the ability to work accurately and quickly in a busy environment with kids and families.

Applicants without any previous experience are encouraged to apply: all required training is available through an unpaid training program, as well as ongoing professional development and opportunities for future growth within FPC.

The full-time position is intended to be a permanent one, designed for individuals with long-term goals in clinic management.

Please submit your CV and cover letter to:

Jessica Kong, Clinic Manager

admin@familypsychology.org

Applications are being accepted now and will remain open until the position is filled. Please contact Jessica with any questions at 416.848.1829.