Abiona Centre
For Infant & Early Mental Health

INTERNAL / EXTERNAL JOB POSTING
Receptionist/Administrative Clerk, CP

Abiona Centre For Infant & Early Mental Health (the "Centre"), is a client-centered organization focusing on infant and early childhood mental health. We support pregnant and parenting young mothers aged 13-29, along with their babies who reside at the Centre or in the community. As an accredited Children's Mental Health Centre, we are the largest Young Parent Infant Centre in the province.

Our commitment is to create a better future for vulnerable pregnant and parenting young mothers and their children 0-6. Our infant and early childhood mental health programs give our clients the tools they need to build secure relationships with their babies, cope with life's adversities, find help when needed and succeed in life. We offer a live-in treatment program, transitional housing, on-site high school programs, community housing support, housing and community support referral services, and maternal-infant mental health programs. Collaborating with community partners, our multi-disciplinary team provides wraparound programs addressing mental health, education, life skills, and transitional needs. The Centre also operates an EarlyON Child and Family Centre, along with two Early Learning Centres open to families, young women, and their children in the community.

Our vision is a world where families led by young women have the emotional and physical supports to realize their full potential.

The Receptionist / Administrative Clerk, CP, is a confidential position that is excluded from the bargaining unit. This position is responsible for providing effective and efficient secretarial, administrative and clerical services to Early ON, and other Community Programs as required.

Position:	**Receptionist/Administrative Clerk, Community Programs (CP)**
Term:	Permanent Full-time
Rate of Pay:	$41,153 per annum
Reports to:	Executive Assistant Manager, Child Development, Education, and Housing. (dotted line)

Qualification:

- Community College diploma completed, and training in office systems and administration or equivalent education and experience
- Excellent interpersonal/communication skills, including sensitivity to diverse cultural values and individual experiences
- The ability to work independently and collaboratively as a team member
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, Power Point, Microsoft Publisher); knowledge of Access is an asset
- Statistical Data Entry Skills and ability to create reports.
- Knowledge of CYSIS and EYSIS databases would be an asset.
- Experienced with internet applications and email use
- Detail orientation with strong organizational skills

Working Condition:

- Manual dexterity to use desktop computer and peripherals
- Intermittent physical activity, including walking standing, sitting and lifting

Abiona Centre
1102 Broadview Ave
Toronto, ON M4K 2S5
416.425.6348
www.abionacentre.ca

Sensitive Information please do not share it externally

- Ability to lift items as heavy as 10 lb.
- Flexibility to work overtime as required
- Provide back up for other Centre Receptionists in their absence

Closing Date: **November 11, 2026**

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005,* and the *Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The Centre encourages applications from persons who represent the diverse populations we serve.

Qualified applicants should send their cover letter and resume by the closing date to:

Human Resources
Abiona Centre
1102 Broadview Avenue
Toronto, ON M4K 2S5
Fax: 416-425-4056 **OR**

Email: hr@abionacentre.ca (please quote "Receptionist/Administrative Clerk" in the subject line)

We thank all applicants, however, only those we select for interview will be contacted.

Date of posting: October 28, 2026