



Child, Youth & Family Services

#26-20 Job Posting

Administrative Support

2 Positions Open – Full Time (12 months Contract)

About Keystone:

Keystone Child, Youth & Family Services is a dynamic, not-for-profit organization and the designated Lead Agency for Children's Mental Health in Grey and Bruce Counties. Since 1974, we have been dedicated to supporting children, youth, and families by delivering compassionate, responsive mental health services.

At Keystone, we provide a full continuum of services, including counseling, prevention and well-being programs, short-term live-in treatment, crisis stabilization, youth justice services, and special needs programming. Our focus on coordinated access ensures that every child and youth aged 0-17 receives tailored, multi-disciplinary care to meet their unique needs.

Position Summary:

The Administrative Support position provides administrative and clerical services to Keystone programs and departments, including document preparation, record management, scheduling, information tracking and office coordination. Reception and front desk coverage may be required based on operational needs with extended hours on some evenings.

Key Responsibilities:

1. Administrative and Office Support

- Provide general administrative support to program staff and managers.
- Prepare, format, and maintain documents, forms, and correspondence.
- Assist with data entry and information tracking as required.
- Organize and maintain electronic and paper filing systems.
- Assist with scheduling meetings and coordinating meeting logistics.
- Support general office operations and administrative processes.

2. Program Administrative Support

- Provide administrative support to agency programs as required.
- Assist program staff with preparation and organization of documentation and program materials.
- Maintain program-related records and files in accordance with agency procedures.
- Assist with tracking documentation, forms, and application processes where applicable.
- Support the organization and submission of program-related documentation as directed by program staff.

3. Information and Record Management





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- Maintain accurate records and documentation in accordance with agency policies and procedures.
- Assist with maintaining client and program files as required.
- Ensure documentation is organized and accessible for program staff and reporting purposes.
- Assist with data entry and basic reporting support where required.

4. Teamwork and Collaboration

The incumbent works collaboratively with colleagues and supervisors and contributes positively to the office and program team environment.

The worker is expected to seek and provide guidance, offer constructive suggestions, and support colleagues in maintaining efficient office operations.

5. Other Duties

The employee may be required to perform other related administrative duties as assigned that are consistent with the general nature of the position.

These activities may include:

- participation in staff meetings
- agency committees or internal initiatives
- professional development activities

6. Reception and Front Office Support

- Provide reception coverage as required, including greeting and directing visitors, clients, and community partners.
- Respond to incoming calls and inquiries and direct them to appropriate staff or services.
- Support the overall coordination of the front reception area in the agency's facilities.
- Assist with monitoring visitor access and maintaining a welcoming and professional front office environment.
- Provide general information about agency services as appropriate.

Qualifications and Experience

- Min 2 years of experience in administrative and client focused role
- Community College Diploma in Office Administration or a related field, or equivalent education and experience.
- Demonstrated proficiency with Microsoft Office applications and other administrative software.
- Demonstrate Keystone Values and Align with Keystone Mission and Vision

Working Conditions

- This is a 35-hour-per-week full-time position. Duties may include office, program administrative and reception coverage as operational needs require.
- Strong organization, time management, communication, interpersonal and teamwork skills; ability to manage competing priorities and maintain accurate records.





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- A valid driver's licence and access to a vehicle may be required depending on program needs.

Location: Owen Sound, ON

Start Date: Earliest mutually agreeable date

Posted internally 23-10-2026 To 30- 10-2026 and Externally until Filled

Application: Submit cover letter and resume, including job ID and title in subject line, to careers@kcyfs.com

We're grateful to everyone who takes the time to apply; however, only those selected to move forward will be contacted.

Hours and pay per OPSEU collective agreement

Classification	HRs/ Wk	A	B	C	D	E
Administrative Support	35	\$23.36	\$24.41	\$25.62	\$26.74	\$27.87

Why Keystone?

- ☐ Comprehensive benefits package to support your health and well-being.
- ☐ HOOPP pension plan—a defined-benefit plan investing in your future.
- ☐ Vacation and leave provisions that support work-life balance.
- ☐ Employee Assistance Program and access to ongoing professional development and training.
- ☐ A supportive, multidisciplinary environment focused on connection and collaboration.
- ☐ The opportunity to make a meaningful difference for children, youth and families

We want you to have an equitable opportunity to share your skills and experience. Accommodations are available for applicants with disabilities throughout the recruitment and selection process, including when applying, interviewing or completing an assessment. Please contact Human Resources careers@kcyfs.com if you require accommodation. We will work with you to understand your needs and arrange appropriate support. Information shared for this purpose will be handled confidentially and shared only as needed to arrange accommodation.

Building Futures Together

Responsive, compassionate services for children, youth, and families to build better and more hopeful futures.

