



JOB POSTING

Posting Type: Internal/External

Date Posted: Nov 6/25

Application Deadline: Nov 24/25

Competition Number: 25-8

Job Status: Actively Recruiting

Location: Huntsville, Ontario (on-site)

Employment Type: Full-Time, Permanent

Hours of Work: 80 Hrs Bi-Weekly, Shift Work

Experience: Experienced 1-2 years

Department: Administration

Salary Scale: \$26.46 (\$27.00 after probation)

Administrative Assistant** (anticipated start date in January 2026)

PURPOSE OF POSITION

The main focus for this position is to provide assistance to the Executive Director, Manager of Administration, and the management team with administrative duties in support of De Novo operations. This work will be done in line with the De Novo Mission, Vision, Values, Strategic Plan and Accreditation goals. The Administrative Assistant will represent the organization in a professional manner, consistent with organizational values.

MAJOR RESPONSIBILITIES

- Provide reception duties as the first point of contact either by phone or to guests arriving on site. This is in collaboration with the admissions office staff.
- Assist with creating, writing and reviewing company policies and procedures as it relates to the accreditation process and other agency requirements.
- Attend meetings as requested to ensure appropriate minutes are taken and to support follow-up activities.
- Prepare meeting agendas as required.
- Assist in the maintenance of finance files, invoicing, petty cash, cash handling, and other filing systems.
- Maintain office supply, resource materials, and physical inventories.
- Assist with program documentation as required.
- Assist in the coordination of maintenance tasks as required.
- Complete work-related errands when required.
- Other duties as assigned.

EDUCATION AND QUALIFICATIONS

- Post secondary education in an area of administrative studies, or minimum of one-two years professional experience providing administrative services.
- Experience with bookkeeping, invoices and accounts payable an asset.
- Experience within addictions and/or mental health settings an asset.
- Computer literacy required. Proficiency in electronic software solutions and/or client management systems an asset.
- Demonstrated time management skills.
- Excellent verbal and written communication skills.
- Tolerance of and ability to manage a heavy workload and competing demands.
- A valid Ontario G driver's license in good standing, and a reliable means of transportation.
- A clean CPIC and ability to obtain a clean Vulnerability Sector Check required.
- Ability to work within a team environment following a treatment philosophy.
- Current CPR, First Aid/AED.
- Participation in required trainings provided by De Novo Treatment Centre. (WHMIS, CPI etc.)

BENEFITS OF BEING A DE NOVO EMPLOYEE

- Paid Vacation
- Paid Sick Days
- Paid Personal Days
- Paid Premiums for shifts worked between 18:00 hrs. and 8:00 hrs.

- Paid Lunch Break
- Comprehensive Health Benefits Plan
- HOOPP Pension Plan
- On-going Professional Development
- Paid Professional Registration and Credentialing
- Comprehensive On-Boarding Experience
- \$3 per Day Home-Cooked Meal Plan
- Free On-Site Parking
- De Novo is accredited with the Canadian Centre for Accreditation
- De Novo is a member of Addiction Mental Health Ontario
- De Novo is a member of the Ontario Hospital Association
- Addiction Counsellor, Attendant, Kitchen, Housekeeping, Maintenance and Nursing positions are unionized members of LiUNA Local 3000

De Novo Treatment Center's Mission is to provide the highest quality of substance abuse treatment for the Employers, Employees, and Members within the unionized construction industry and their families.

De Novo Treatment Center's Vision is to be the recognized leader for drug and alcohol treatment in the construction industry of Ontario, and to provide the highest standard of care.

De Novo Treatment Centre is an equal opportunity employer. We value the importance of Compassion, Diversity, Dignity, Worth, Integrity, Excellence, Continuous Learning, and Teamwork within the workplace.

De Novo values lived experience, work experience, practical knowledge, formal training, and formal education in supporting people recovering from alcohol and drug addiction. Qualified people in sustained recovery and/or family members are encouraged to apply. Equivalency for candidates with significant relevant experience is considered. We retain all applications submitted for one year after the closing date of this posting for consideration in any future postings.

As part of our commitment to Accessibility, if you require information and materials in a specific format, please contact Human Resources at 705-787-0247 or email jobs@denovo.ca. If you are contacted regarding a job opportunity, please tell us if you require accommodation before the interview.

You are invited to submit your application which **MUST** include a cover letter and resume **quoting competition 25-8 by Nov 24/25 at 3:00pm to:**

The Hiring Committee
 De Novo Treatment Centre
 87 Forbes Hill Drive
 Huntsville, Ontario
 P1H 1R1
 Telephone: (705) 787-0247 Email: jobs@denovo.ca

Thank you for considering De Novo Treatment Centre as a potential employer.
 Successful applications must include an individualized cover letter and current resume.
 Only those applicants selected for an interview will be contacted.
 AI Technology is not used during the recruitment process.



A handwritten signature in black ink, followed by the date "Nov 6/25".