

Intake and Administrative Specialist

Cornerstone Family Counselling Services

Mississauga, ON

Full-Time In-Office, 12 month Contract (with potential for permanent position)

\$44,850 annually (\$23/hour, 37.5 hours/week)

Healthcare benefits and 2 weeks vacation

About Cornerstone

Cornerstone Family Counselling Services is a ministry of the Church of Virgin Mary & St. Athanasius. We've been doing this work for 15 years.

Our mission comes from Matthew 11:28: "Come to me, all you who are weary and burdened, and I will give you rest." We serve everyone who comes through our doors, whether they share our faith or not.

Our team includes CRPO-registered psychotherapists who all hold master's degrees. Our Clinical Director has a PhD and a Doctor of Counselling and Psychotherapy. We offer evidence-based therapy with optional faith integration.

The Role

In this in-office role, you'll be the first person many clients talk to when they reach out for help.

What you'll do:

- Conduct intake interviews to understand what clients need
- Match clients with the right therapist based on their situation
- Schedule appointments and manage our clinic calendar
- Process payments and handle financial transactions
- Keep detailed records in Jane App (our electronic medical records system)
- Generate reports from Jane App to track clinic operations
- Follow up with clients
- Work with therapists and admin staff to keep things running smoothly
- Stock supplies
- Document your work clearly for the team
- Other duties as assigned

You'll work rotating shifts including evenings (9 AM - 9 PM weekdays) and Saturdays (9 AM - 5 PM). We are closed on Sundays. Office hours are subject to change.

Who Should Apply

You're good with people. You stay calm when things get busy. You're organized and detail-oriented. We can rely on you to come into the office for your shifts.

Experience you'll need:

- Background in healthcare, mental health, or a similar field
- Experience with electronic medical records systems (Jane App experience is a plus)
- Strong communication skills
- Comfortable using Microsoft 365 applications - Outlook, Teams, Calendar, Excel, Word, and PowerPoint
- Strong commitment to maintaining client confidentiality - this is non-negotiable
- Ability to stay calm under pressure
- Flexibility for evening and Saturday shifts
- Clear Police Vulnerable Sector Check

What matters most:

- You want to help people
- You respect different backgrounds and beliefs
- You work well in a team environment
- You align with our mission
- You're reliable

We treat everyone with respect and dignity, regardless of their background. You should too.

What This Role Offers

This is stable work helping people at critical moments in their lives.

Full-time 12 month contract position with:

- \$44,850 annual salary (\$23/hour for 37.5 hours/week)
- Healthcare benefits
- 2 weeks paid vacation
- Supportive team environment
- Access to clinical days for continuing education

Intake and administrative specialist role focused on client support and clinic operations. The compensation is consistent - \$23/hour with no scheduled increases. The role is designed for stability rather than advancement.

If you're looking for steady work where you make a real difference, this fits.

Why It Matters

You'll help people access mental health care when they need it most. You'll remove barriers and make sure they connect with the right support.

How to Apply

Send your cover letter and resume to inbox@cfcnet.ca

Tell us:

- Why you're interested in Cornerstone
- Your relevant experience (especially with Jane App or other EMR systems)
- Your availability for evening and Saturday shifts

We review applications as they arrive. Only candidates selected for interviews will be contacted.