Intake and Administrative Specialist

Cornerstone Family Counselling Services

Mississauga, ON

Part-Time In-Office | Evenings and Saturdays | 18 hours per week

$23/hour | Ongoing position

Applications close Monday, November 30, 2026

About Cornerstone

Cornerstone Family Counselling Services is an evidence-based mental health clinic in Mississauga. Our therapists use approaches that research has shown to work. We are a ministry of the Church of the Virgin Mary and St. Athanasius and have been doing this work since 2010.

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 psychotherapists registered with the College of Registered Psychotherapists of Ontario (CRPO). All of them hold master’s degrees. Clients who want to can include Christian faith in their counselling.

Cornerstone is also a teaching site, where we help develop the next generation of compassionate psychotherapists. Graduate students gain supervised, hands-on experience through our practicum program. The program is led by Father Pishoy Wasfy, our Practicum Clinical Director, who holds a PhD and a Doctor of Counselling and Psychotherapy.

The Role

This is a part-time, in-office role, and your shifts will be weekday evenings and Saturdays. 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

This role is 18 hours per week (may vary slightly from week to week). Most shifts are weekday evenings (until 9 PM Monday to Thursday and until 7 PM on Friday) and Saturdays (9 AM to 1 PM). You may sometimes cover a daytime shift during vacations or busy periods. 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 pay attention to detail. You use good judgement and are comfortable working on your own during evening and Saturday shifts, when fewer staff are in the office. We can rely on you to come in on time for every shift.

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 (Outlook, Teams, Excel, Word, and PowerPoint)
- Strong commitment to keeping client information confidential. This is non-negotiable.
- Ability to stay calm under pressure
- Good judgement and the ability to make decisions without close supervision
- Availability for regular weekday 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 and values
- You're reliable

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

What This Role Offers

This is steady, part-time work helping people at important moments in their lives.

Ongoing part-time position with:

- $23/hour for 18 hours per week

- Supportive team environment
- Access to clinical days for continuing education

The pay is a consistent $23/hour, with no scheduled increases. The is a part-time role designed for stability rather than advancement.

If you're looking for steady part-time work where you can help people, this could be a good fit.

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@cfcsnet.ca by Monday, November 30, 2026.

Tell us:

- Why you're interested in Cornerstone
- Your relevant experience (especially with Jane App or other EMR systems)
- Your availability for weekday evening and Saturday shifts (please list the days and times you can work)

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