



Every child and youth living at their full potential

About Grandview Kids

Grandview Kids provides an array of specialized programs, rehabilitation services, and outpatient clinical treatments to children and youth with physical, communication, and developmental needs. Programs and services – which are delivered at the Centre, in the community, at schools, and in-home – include: medical consultation, assessment, and diagnosis; audiology, autism support; complex care program; occupational therapy; physiotherapy; respite services; social work; speech-language pathology; therapeutic recreation; and family engagement. Grandview Kids actively participates in research to support innovation in rehabilitation science, to advance organizational capabilities, and to better serve caregivers and the developmental needs of their children and adolescents. As an organization, we are dedicated to inspiring possibilities, fostering development, and supporting growth and personal achievement with our clients, caregivers, and team members. Through a collaborative, multi-disciplinary approach, members of Team Grandview strive to provide culturally-safer, inclusive, and innovative evidence-informed care that meets the unique needs of each client.

Grandview Kids is now accepting applications for the position of:

Welcome Centre Assistant (Contract Part – Time) – 3 Positions

- Contract Part Time – 18.75 hours per week – Will include days, evenings, Saturdays
- Salary: \$25.28 per hour - \$29.57, depending upon experience
- November 2025 – March 31st, 2026
- Onsite / In-Person

If you are looking for an opportunity that offers personal and professional rewards, that makes a real difference and enriches the lives of others, then Grandview Kids is the place for you! Under the general direction of the SE Business Lead, the Welcome Centre Assistant carries out administrative duties essential to the efficient operation of the Welcome Centre; supports Grandview Children's Centre's (Grandview Kids') Internal Emergency Response Team (IERT); supports Grandview Kids Purchased Services and community room booking and scheduling needs; provides Welcome Centre training/orientation as required; provides/supports the pool, gymnasium, café and community spaces; maintains communication with all other staff members; supports departmental/Centre efforts in Quality Management activities as required; participates in education, orientation and public relations as required; maintains a safe work environment, and performs other duties as required. As a member of the Corporate Services team, the

Welcome Centre Assistant may also assist in various tasks, assignments and projects as required.

Responsibilities

The Welcome Centre Assistant carries out administrative duties essential to the efficient operation of the Welcome Centre by:

- Processing a wide variety of non-clinical material including correspondence, forms, handouts etc. in accordance with approved procedures.
- Arranging photocopying and distribution of prepared materials in accordance with approved procedures;
- Attending to all necessary documentation on a daily basis and supporting the mail/courier processes
- Providing information and routing of calls through the general enquiries function of voice mail;
- Directing clients and visitors as required;
- Support Grandview Kids' Internal Emergency Response Team (IERT) process by: Monitoring and receiving requests for assistance and responding to and dispatching IERT as required
- Performing emergency staff communications via paging as required
- Maintaining an organized approach to front desk processes, and proficiency in all aspects of the Welcome Centre
- Performing orientation to Welcome Centre procedures as required
- Other duties as assigned

Qualifications

- Diploma or certificate in Business Administration, or equivalent
- At least two years related experience preferred
- Computer skills in a Windows environment using MS Office
- Flexible, reliable, with previous experience in a healthcare environment an asset

The hours for this position may vary and are scheduled to be 18.75 hours per week. Schedules may vary based on department needs. There's a possibility for extra hours if mutually agreed with your manager.

The perfect fit for this role needs to be a great communicator and excellent at managing their time. They should be comfortable working independently and ready to take the lead when necessary.

How to apply

Please submit your cover letter and a resume for Job 25.117 Welcome Centre Assistant through the following link: [Apply Here](#)

Our commitment to belonging

Grandview Kids aims to be deliberate in our consideration of diversity, defined as differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression, and age. Recognizing and valuing diversity and equity must be accompanied by concerted efforts to ensure the inclusion of diverse and underrepresented populations, meaning that individuals must be and feel valued, respected, and equally supported. We invite applicants in the above defined areas to apply.

Grandview Kids is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). If you have accessibility needs and require alternate formats or other accommodations throughout this process, please contact Human Resources.

Land acknowledgement

The lands, waters, nature and sky that Grandview Kids is privileged to exist within have long been home to the Michi Saagiig Anishinaabeg. We acknowledge the lands of the traditional and treaty territories covered under the Williams Treaties, including the Mississaugas of Scugog Island First Nation, Alderville First Nation, Hiawatha First Nation, Curve Lake First Nation and the Chippewa Nation of Georgina Island, Beausoleil and Rama. We are responsible for building stronger relationships with clients, caregivers, partners and colleagues from First Nations, Métis and Inuit communities. Through our shared values of belonging, excellence, connection discovery and celebration, Grandview Kids commits to seeking truth and upholding reconciliation.

We thank all applicants. Only those selected for an interview will be contacted.