


Is seeking a  
**Client Services Coordinator Assistant**  
**District of Timiskaming**  
**6 month contract position**



Timiskaming Home Support is a district-wide agency that provides services to the elderly and people with physical disabilities, enabling them to remain at home. We are currently looking for a Client Services Coordinator Assistant for the district of Timiskaming.

A permanent full-time position may be offered at the end of the contract term.

Qualifications and Working Conditions:

- Post-secondary education including Diploma or Degree in business administration or related fields
- Demonstrated ability to problem-solve, good judgement skills and work with minimal supervision
- Strong knowledge of Community Health Services and Programs
- Strong computer skills
- French and English language skills are required
- Excellent interpersonal, communication and organizational skills
- Valid driver's license and access to a vehicle

A detailed job description is available upon request.

Send resumes to:

Darlene Lemay, Client Services Manager  
Timiskaming Home Support  
367 Sutherland Way  
P.O. Box 428  
Haileybury (Ontario) P0J 1K0

**dlemay@homesupportservices.ca**  
Fax: 705-672-2635

Deadline to apply: Monday, June 14, 2021 at 4:30 pm  
We thank everyone for their interest; however, only those selected for an interview will be contacted.

*Job opportunity*

