

Position: Receptionist/Clerk	Union/Non-Union: CUPE 2026-284
Hours of Work: Monday to Friday, 8 am to 4 pm, 35-hour work week	Hourly Rate: \$25.755 - \$28.568
Reports to: Strategic Partnerships and Development Leader	Location: Lanark County & Smiths Falls
Job Status: Temporary Full-Time	Date Posted: October 15, 2026

About Lanark County Mental Health:

Lanark County Mental Health (LCMH) is a dynamic community-based organization dedicated to supporting individuals facing mental health and substance use challenges within Lanark County. As an integral part of the Perth and Smiths Falls District Hospital, LCMH operates with a strong commitment to providing comprehensive care. Our organization is structured around a multidisciplinary approach, fostering collaboration among dedicated teams that deliver both community-based and crisis services. We are proud to embrace a Stepped Care framework, ensuring the provision of evidence-based interventions tailored to individual needs.

At LCMH, we uphold a set of core cultural values that underpin our work: trust, transparency, respect, and communication. These values serve as the foundation for all our interactions, promoting a supportive and inclusive environment for our staff and clients alike. With a clear vision for the future, our organization places strategic emphasis on the following key areas: Access, Service Expansion, Partnerships, and System Integration. By prioritizing these aspects, we strive to continually enhance our services and contribute to a robust and integrated mental health ecosystem.

About the Position:

The Receptionist / Clerk provides essential administrative, clerical, payroll, finance, and reception support to ensure the smooth operation of office systems and staff workflows. This role is responsible for processing payroll information and supporting the accuracy, timeliness, and compliance of payroll-related submissions in accordance with applicable collective agreements, internal policies, and established controls. The position also supports invoice and reimbursement processes, liaises with various finance department functions, maintains accurate records and documentation, and carries out regular receptionist duties, including greeting clients, visitors, and staff, responding to general inquiries, and directing individuals to the appropriate resources.

Summary of Duties:

- Maintain readiness of group spaces across office locations.
- Support staff in navigating operational processes and tools, including room bookings, printing, scanning, and related office functions, by providing guidance that helps build staff confidence and independence.
- Support internal events such as staff meetings, job fairs and other organizational activities.
- Process and enter payroll-related information, including timecard, PTO, and time tracking data, ensuring accuracy, timeliness, and compliance with applicable collective agreements, internal policies, and established payroll controls.

- Coordinate invoice and reimbursement form workflows, maintain accurate supporting documentation, and liaise with finance department functions to support timely processing, follow-up, and issue resolution.
- Greet clients, visitors and staff, respond to general inquiries and direct individuals to appropriate resources.
- Respond to client inquiries with professionalism and discretion; direct individuals and families to appropriate resources and services while maintaining client confidentiality.
- Skilled in Microsoft 365 applications (Teams, Outlook, Excel), Humi, Meditech, Bell Total Connect, and other computer systems

How to apply: Please submit a resume and cover letter to HR@psfdh.on.ca.

Be advised that the Perth and Smiths Falls District Hospital has a vaccination policy located on PDMS. Proof of vaccination will be required as a condition of employment, subject to exemptions contained in the policy.

Perth and Smiths Falls District Hospital is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom and the Ontario Human Rights Code. Our recruitment process follows the Accessibility for Ontarians with Disabilities Act in order to provide a fair and equitable process for all candidates. Applicants requiring accommodation through the recruitment/interview process are encouraged to contact the Human Resources Department at 613-283-2330 ext. 1888 for assistance.

We thank all interested candidates for their response, however, only those chosen for an interview will be contacted.