



# Shoreline Therapy

Speech and Occupational Therapy

## **ADMINISTRATIVE ASSISTANT POSITION**

April 15, 2026

For the position of Part Time Administrative Assistant

Reporting to the Owner / Clinic Manager

Term: temporary part-time (8 months: approx. September 2026 – April 2027)

Start date: spring or fall 2026

The successful candidate will be responsible for providing administrative support to our staff and clients. Services will be based out of Shoreline's clinic in Dartmouth. Training will be provided as needed.

### Schedule:

- September – December 2026:
  - o Monday, Tuesday, Wednesday, Friday 8am-2pm
  - o Thursday 11am-7pm
- January – April 2027:
  - o Monday 11am-7pm
  - o Tuesday, Wednesday, Thursday, Friday 8am-3pm

There is the option to start the position earlier in the spring of 2026, working Monday-Friday 8am-2pm.

### Duties of the position:

- file source documents for bookkeeping
- process intake of new clients (e.g., scheduling, sending forms, setting up client file)
- monitor phone line for clinic
- assist with unpacking supply deliveries
- assist with office maintenance (e.g., filling water jug, tidying waiting room toys, refilling disinfectant bottles)
- preparation of toolkits under the direction of clinicians and tutors
- assist with managing inventory of therapy materials and toys
- processing payments
- other duties as assigned

### Requirements:

- able to foster a safe environment for clients from diverse backgrounds (e.g., culture, language, neurotype, gender identity)
- strong written and spoken communication skills

- strong computer skills with Microsoft Office (Word, Excel) and Windows applications
- a recent criminal record check including vulnerable sector check
- confirmation that they've had their annual flu shot (must be renewed annually)
- evidence that they are or will be fully vaccinated for COVID-19 (must be renewed annually)

Qualities that we look for:

- ability to work independently as appropriate
- willingness to collaborate with team members
- respect for the policies and protocols established for our team
- flexibility, patience, solution-focused attitude
- attention to detail
- good problem-solving skills

Compensation will be based on experience. This information will be discussed during the offer phase.

For information about working at Shoreline in general, please visit: <https://www.shoreline-therapy.ca/volunteering-employment>.

To apply, please send an email with your cover letter (max 1 page) and resume (max 2-3 pages) attached to the attention of:

Mrs. Pamela Coulter, M.Sc., SLP-Reg  
Owner & Clinic Manager  
[pcoulter@shoreline-therapy.ca](mailto:pcoulter@shoreline-therapy.ca)

Questions about this position may be directed to the Clinic Manager. Interviews will be held in person. References will be requested at the end of the interview. We will only contact those to whom we are inviting to an interview. Scheduling for the interview(s) is flexible and may be during the day, evening, or on the weekend to avoid disrupting applicants' current work and family commitments.