



**Canadian Mental  
Health Association**  
Lambton Kent  
*Mental health for all*

**Association canadienne  
pour la santé mentale**  
Filiale de Lambton Kent  
*La santé mentale pour tous*

**Information Systems Administrator**  
**Contract 17.5 hrs per week until March 31, 2018 (with possibility of extension)**  
**Sarnia site location**

The Canadian Mental Health Association Lambton Kent Branch is proud to be a merged community agency serving the mental health needs of Lambton County and the Municipality of Chatham-Kent. Our vision is to have mentally healthy people in a healthy society. As a leader and champion for mental health, CMHA Lambton Kent provides services and facilitates access to the resources people require to maintain and improve mental health. Our efforts promote community integration, build resilience, and support recovery from mental illness.

Under the direction of the Director of Finance and Corporate Services, this position provides a wide range of support related to Information Technology. The Information Systems Administrator will be responsible for monitoring, maintaining, ever greening and supporting all aspects of the computer network, applications, updates, connectivity and equipment.

The Information Systems Administrator will be responsible for the following functions:

- Provides initial orientation and computer training to new staff and students;
- Acts as a resource regarding questions about the Intranet and social media applications as become relevant;
- Ensures that the telephone and voice mail systems are adequate and well maintained;
- Maintains BES, VOIP, Logon ID and E-mail identity for all staff;
- Creates and maintains user accounts for all staff;
- Provides server maintenance and upgrades on an as needed basis;
- Ensures file backups occur for the agency; and
- Provides administration for VPN, Citrix and VMWARE
- Manages the technical support for the day to day maintenance of the branch's hardware and software computer operations;
- Monitors log files for system problems and breeches;
- Monitors and maintains wireless capacity at all sites, access and content filters in place as appropriate for staff, clients and public;

**Qualifications:**

- Post secondary education in Information Technology is required with 3 to 5 years of related experience.
- Must possess strong verbal and written communication skills, be well organized, and have the ability to maintain accuracy in a detailed environment.
- Valid Ontario Driver's License and access to a car.

**Skills required:**

- Must be proficient in MS Exchange Server, MS General Dynamics Accounting, Citrix, MS Terminal Services, TCP/IP Network Protocol, VMWARE and Blackberry Enterprise Server.
- Must have extensive knowledge of Server Administration.
- Exceptional communication skills (verbal, written, interpersonal).
- Integrity to work with highly confidential personnel information.
- Able to complete longer-term projects in an environment of multiple tasks and variable workload.



**Canadian Mental  
Health Association**  
Lambton Kent  
*Mental health for all*

**Association canadienne  
pour la santé mentale**  
Filiale de Lambton Kent  
*La santé mentale pour tous*

**Hours of Work:** 17.5 hours/week. Flexibility is required to meet the position requirements.

**Salary Range:** Commensurate with experience.

Applicants should submit a covering letter and resume by Thursday, October 12, 2017 to:

**Cindy Kremer, CHRL , Human Resources Generalist**

Canadian Mental Health Association

Lambton Kent Branch

210 Lochiel St, Sarnia ON, N7T4C7

E-Mail: [humanresources@cmhalambtonkent.ca](mailto:humanresources@cmhalambtonkent.ca)

**Please quote: Job Posting #28-2017**

**Only applicants being considered for an interview will be contacted.**

*Canadian Mental Health Association – Lambton Kent is committed to a workplace reflecting the diversity of the community it serves and encourages applications from all qualified candidates, including women, members of visible minorities, Aboriginal Peoples and persons with disabilities. If you require an accommodation, we will work with you to meet your needs. This information is available in an alternative format upon request, to accommodate individuals with a disability. While we thank all applicants for their interest, only those selected for an interview will be contacted. If contacted for an interview, please inform us should accommodation be required.*