



**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 Student  
Contract until September 2019  
1 Sarnia site location  
1 Chatham site location**

The Canadian Mental Health Association Lambton Kent Branch is a proudly 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.

Reporting to the Information Systems Supervisor, the incumbent will be responsible for the following functions:

- Develop a diagram that identifies in-house Cat5 (data) and Cat3 (legacy telephone) cabling;
- Update network switch port with proper description and physically label wall jacks;
- Assist with inventory and label infrastructure peripherals such as UPS using ITIL standards;
- Assist in the implementation of IT projects;
- Assist with technical support and assistance as directed;
- Expand workstation build documentation and recommend imaging options;
- Assist with inventory decommissioned mobile device inventory and document decommissioning process;
- Review Windows server system and application logs, document inconsistencies and remediation plan;
- Other duties as required.

**Qualifications:**

Education required:

- Working towards completion of Post-secondary education in Information Systems or Technology
- 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, Windows and desktop applications, Citrix, MS Terminal Services, TCP/IP Network Protocol, VMWARE
- Working knowledge of network and server administration.
- Demonstrated problem solving skills
- Exceptional communication skills (verbal, written, interpersonal).
- Integrity to work with highly confidential personnel information.
- A satisfactory Vulnerable Sector Screen (Police Check) is required.



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**Hours of Work:** 35 hours/week.

**Salary Range:** Commensurate with experience.

Applicants should submit a covering letter and resume by Monday, June 17<sup>th</sup>, 2019 to:

**Lynne Whyte, Human Resources Generalist**

Canadian Mental Health Association  
Lambton Kent Branch

240 Grand Ave West, Suite 100 Chatham, ON N7L 1C1

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

**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.*