



Dnaagdawenmag Binnoojiiyag Child & Family Services

517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

Dnaagdawenmag Binnoojiiyag
CHILD & FAMILY SERVICES

Employment Opportunity Office Reception – Casual/On-Call – Two (2) Year Contract Hiawatha First Nation

Purpose of the Position:

Reporting to the Director of Finance, the Office Reception is responsible for reception, providing secretarial and clerical support to management and staff, maintenance of office supplies, equipment and furnishings, and any other duties that may be assigned by the Director of.

Responsibilities:

General Reception Duties

- Receive and greet visitors and answers incoming calls in a professional, friendly, courteous manner and promptly directs them to the appropriate staff.
- Maintain and reorder information pamphlets as needed.
- Keep reception and meeting areas looking professional.
- Collect, sort, log, date stamp, make copies and direct incoming mail and outgoing mail and faxes.
- Sign for courier deliveries and arrange for courier pickup.

General Office Duties

- Provide clerical support to the Executive Director, Managers and staff.
- Order office supplies and call for service on office equipment as needed.
- Maintain an inventory of all office equipment, furnishings and supplies.
- Maintain a log of all cell phones and other equipment loaned out by the agency.
- Typing, photocopying and faxing letters, memorandums, reports and other documents.
- Filing, collating, and scanning documents, reports and files as requested.
- Desktop publishing and photocopying information flyers and ensuring that these are prepared and distributed or mailed out.
- Assist in the preparation of meetings as required.

Other Duties

- Follow all Dnaagdawenmag Binnoojiiyag Child & Family Services (DBCFS) Policies and Procedures and adhere to the Code of Conduct.
- Assist with the orientation of new staff.
- Perform other related duties as assigned.

Preferred Requirements:

Education and Mandatory Requirements:

- Office Administration certificate plus one (1) year of related work experience.
- Previous reception experience within a child welfare agency preferred.
- Minimum of secondary school diploma (completion of grade 12).
- A valid class "G" driver's license, an acceptable Driver's Abstract, a reliable vehicle and \$2 million liability insurance.
- Provide an acceptable CPIC with VPSS.

Knowledge Requirements

- Working knowledge of a multi-line phone system.
- Excellent communication and interpersonal skills.
- Knowledge of emergency services and contacts available should the need arise.
- Good understanding of First Nation culture with preference given to those who speak the language.
- Previous experience receiving reception calls of a sensitive nature.
- Ability to deal with staff and the general public in a compassionate and tactful manner.
- Ability to operate basic office equipment (i.e. fax, photocopier, shredder, etc.)
- Advanced computer skills required including knowledge, skill and ability to utilize both the Microsoft Windows suite and Mac operating systems.

Ability Requirements

- Work cooperatively with others.
- Work independently with little supervision.
- Relate effectively to community members.

Salary: Between \$22.00 - \$24.50 hourly depending on qualifications and experience.

**Closing Date: Open until filled.
 Only those selected will be contacted for an interview.**

For Application to be considered please submit:

- Application for Employment - available at www.binnoojiiyag.ca
- Cover letter and Resume
- Three (3) work related references

Attention: Carrie Wilson, Recruiting Coordinator
Dnaagdawenmag Binnoojiiyag Child & Family Services,
517 Hiawatha Line,
Hiawatha First Nation, ON K9J 0E6
Fax: 705-295-7137
Email: careers@binnoojiiyag.ca

Notes:

1. Persons of First Nations, Metis and Inuit ancestry and members of Dnaagdawenmag Binnoojiiyag Child & Family Services First Nations are encouraged to apply.
2. For a full job description and any questions please email: careers@binnoojiiyag.ca.