



Kina Gbezhgomi Child and Family Services

EMPLOYMENT VACANCY - RECEPTIONIST (CASUAL)

Internal and External Posting

Kina Gbezhgomi Child and Family Services (KGCFs) is a designated Children's Aid Society delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFs honours and supports our families' and community's inherent authority to care for their children based on unity, traditions, values, belief and customs.

OVERVIEW:

The Casual Receptionist will provide administrative support services to staff of Kina Gbezhgomi Child and Family Services on an on call basis.

GENERAL DESCRIPTION:

1. The Casual Receptionist provides administrative services related to reception/switch board operation, typing, mail and will greet clients and direct them to contacts or service area.
2. As part of the agency's staff, the Casual Receptionist must be aware of the whereabouts of all agency staff, and to ensure that inquiries are appropriately and courteously handled.
3. This position requires punctuality, initiative, professionalism, written/oral/listening and speaking skills, organized and exceptional client contact skills and can multi-task in a busy office environment.
4. As an employee of Kina Gbezhgomi Child and Family Services, will promote and support the agency's programs and services.
5. Due to the sensitive nature of the agency's business and client information, confidentiality must be maintained at all times.
6. Must possess knowledge, respect and sensitivity of the Anishinabe culture
7. And, the ability to speak the Anishinabe Language is a definite asset.

QUALIFICATIONS:

- Certificate or Diploma in secretarial course or business administration from an accredited College;
- A minimum of two (2) years' experience in secretarial and office services preferably in a social services organization;
- Working knowledge of current computer hardware and software and other office equipment such as Xerox Docu-Share copier; automated postage meter, and fax machines;
- Must possess office receptionist experience and is able to operate a telephone switchboard system;
- Must possess effective communication, organizational, problem-solving and evaluation skills and work with minimal supervision;
- Willingness to take training as required;
- Knowledge of the Child and Family Services Act an asset;
- Working knowledge in computer software including; MS Office Software (IBM compatible, MS Word, Excel, Windows, Outlook); and,
- Must be willing to participate in the activities, events and circles for the acquisition of cultural competence.

Deadline: OPEN

To review the complete job description and qualifications, please visit our website at www.kgcf.org

To become a team member please submit a cover letter, detailed resume and 2 work related references, along with 1 character reference to:

Kina Gbezhgomi Child and Family Services
Attention: Human Resources
98 Pottawatomi Avenue, Wikwemikong, Ontario P0P 2J0

By Fax: 705-859-3629 (Main Office)

Or

By Email: hr@kgcf.org
Subject Line: Receptionist

- KGCFs services are highly specialized in the approach to the delivery of Anishinabe child welfare in our area, preference will be given to Indigenous/Anishinabek candidates (please self-identify).
- All applications are appreciated; however, only those candidates selected for an interview will be contacted.
- Successful candidates will be required to submit the following: Police Vulnerable Sector Check, Driver's Abstract and Valid G Driver's License.