



KINA Gbezhgomi Child and Family Services Employment Opportunity

Posted: July 31, 2026

Location: Manitoulin Island / Sudbury

Kina Gbezhgomi Child and Family Services (KGCFS) is a designated Child Welfare Service 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, beliefs, and customs. **Preference will be given to Anishinaabe Candidates (please self-identify) in your application.**

CASUAL RECEPTIONIST (1) POSITION

Hourly Wage Range: \$25.10 to \$30.87

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

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.
- Have a class 'G' Ontario Driver's License, access to a personal vehicle and be able to travel.

SKILLS, KNOWLEDGE, & ABILITIES

- 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.
- Working knowledge in computer software including MS Office Software (Office 365, MS Office Suite)
- Experience in working within an Anishinabe Child and Family Well-Being Services is preferred or proven experience in working with Anishinabek people

WORK ENVIRONMENT

- Given the traditional practices of the Anishinabek, from time-to-time exposure to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage, or cedar, may occur within the work setting.
- **Candidates must live within service area, or be willing to relocate**

DEADLINE: AUGUST 14TH, 2026, AT 4PM

Applicants are encouraged to visit our website at www.kgcfs.org/employment to review the full job description.

Please submit your application marked "Confidential-Casual Receptionist". Include in your application a cover letter, resume, and (3) three reference letters - two (2) employment related from recent employers.

Please also detail in your application: education, employment experience, and cultural participation.

Applications are accepted and in the following order of preference: by email, fax at

Human Resources – Confidential
Casual Receptionist
Kina Gbezhgomi Child and Family Services
Main Office - 98 Pottawatomi Avenue,
Wikwemikong, Ontario P0P 2J0

Email: hr@kgcfs.org

KGCFS is committed to fostering an inclusive and accessible workplace in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request throughout the recruitment process. We thank all applicants for their interest; however, only those selected for an interview will be contacted. **Conditions of Employment:** Successful candidates will be required to provide a Police Record Check (level determined by position), a satisfactory Driver's Abstract, proof of \$1M Liability Insurance, and supervisory references (with consent to contact).