



# Child and Family Services of Western Manitoba

Services à l'enfant et à la famille de l'ouest du Manitoba

## Job Posting Details

Position Title & Program Area:	<b>Receptionist, Elspeth Reid Family Resource Centre</b>	(255 9 <sup>th</sup> Street, Brandon, MB)
Position Status:	Full-time permanent position	Competition Number: 17 / 25
Posting Close Date & Time:	Monday, August 11, 2025 at 9:00 a.m.	External or Internal: External

## Position Summary and Qualifications

Child and Family Services of Western Manitoba is accepting applications for a full-time permanent Receptionist position at the **Elspeth Reid Family Resource Centre**. Our culturally inclusive Family Resource Centre, located at 255 9<sup>th</sup> Street near Princess Park in Brandon, offers free parenting and caregiver programs, courses, and resources, including family drop-in and child care programs.

As a Receptionist, you will serve as a professional and welcoming first point of contact for visitors and callers at the Elspeth Reid Family Resource Centre. The successful candidate must demonstrate strong communication, organizational, and computer skills, and consistently reflect the values and philosophy of the Centre in their interactions. Cultural competency skills are essential, and knowledge of community resources is considered a definite asset to support the needs of the families the Centre serves. Key responsibilities include warmly greeting visitors, answering phones, communicating with families about program attendance and relaying information to staff in a timely and professional manner, maintaining accurate records and statistics, and managing petty cash expenditures. Due to the Centre's doorbell entry system, the Receptionist must be comfortable following entry protocols, which may include greeting individuals at the main entrance.

Hours of work are Monday to Friday, 8:30 a.m. to 4:30 p.m., with a one-hour unpaid lunch break from 12:00 p.m. to 1:00 p.m., totaling 35 hours per week. Wage is based on the CT2 salary scale, currently ranging from \$21.35 to \$24.95 per hour. This position is subject to a six-month probationary period; upon successful completion of the probationary period, the successful candidate will be eligible to enroll in the Agency's comprehensive benefits and pension plans.

### Qualifications:

- Graduation from a recognized business program with applicable work experience - completed two-year administrative/clerical-related program preferred;
- Excellent computer skills, including proficiency in Microsoft Office software such as Word, Excel, and Outlook;
- Minimum 60 wpm typing speed;
- Excellent written and verbal communication skills;
- Strong attention to detail and the ability to maintain accurate records and statistics;
- Proven time management skills with the ability to prioritize and multitask effectively;
- Ability to work well in a team environment and take initiative while working on your own;
- Ability to maintain appropriate professional boundaries, staying focused on assigned duties while contributing positively to the team;
- Ability to respect and promote confidentiality, as well as actively uphold cultural competency skills and values;
- Please refer to section below for additional requirements.

## Additional Information

Successful completion of a Child Abuse Registry Check, Criminal Records Check (including vulnerable sector), Prior Contact Check, and a Driver's Abstract Check is required. The successful candidate will be responsible for any services charges incurred for the Criminal Record Check; the Agency will pay for the other three security checks.

Please include three references with your application. Two must be employment-related, one being your current or most recent supervisor. The third can be a personal or character reference. The Agency will not contact your references in advance of an interview.

All applicants must be legally entitled to work in Canada.

We thank all applicants that apply but only those candidates selected for an interview will be contacted.