



**Knowles Centre -Treatment Foster Care/SAIL
Full-Time - Permanent
Receptionist**

Knowles Centre is seeking a full-time receptionist for their Treatment Foster Care and SAIL programs.

Duties:

- Maintain a warm and welcoming environment
- Answer incoming calls, greet guests, e-mail, file, fax
- Correspond with relevant external agencies
- Maintain data bases
- Assist team members with various administrative tasks as required
- Work cooperatively as a member of the administrative and treatment foster care team

Qualifications:

- Minimum of Grade 12 and two years of administrative experience, preferably in a social services agency
- Administrative certificate preferred
- Ability to effectively establish and maintain positive working relationships; be reliable, organized, work independently and demonstrate initiative
- Excellent communication and interpersonal skills (i.e. warm, friendly, articulate)
- Strong written skills
- Proficient computer skills
- Successful applicant will be subject to Child Abuse Registry, Prior Contact and Criminal Reference checks
- Valid Manitoba Driver's License
- First Aid/CPR/NVCI *Can be obtained upon hire

As a condition of employment, proof of COVID-19 vaccination is required.

The receptionist will enjoy space on a scenic campus with free parking. They also will enjoy an enthusiastic small team environment and excellent staff morale with opportunities to contribute to the overall development/enhancement of the program. They will receive regular supervision with the Program Coordinator. Knowles Centre offers a competitive salary and benefit package. This position is an excellent opportunity for the right candidate.

Salary Range: \$28,129.71 – \$32,610.05

Knowles Centre is committed to providing a safe environment for children and youth. All applicants will be thoroughly screened using background checks and a review process.

All applicants are required to complete an employment application form as well as submit their resume. Please find our [employment application](#) on our website.

Send resume with cover letter by 4 p.m., on **Monday January 10th, 2022** to:

A. McKenzie, Director, Treatment Foster Care
Knowles Centre
2065 Henderson Hwy
Winnipeg, MB R2G 1P7
Fax: 204-338-9082
Email: amckenzie@knowlescentre.org

We thank all applicants who apply, however, only those applicants selected for an interview will be contacted.
Indigenous persons are strongly encouraged to apply.