

Who are we

Knowles Centre is a community-based, non-profit social service agency for children, adolescents and young adults facing difficult times in their lives. It began as a home for boys in 1907 and today provides a range of therapeutic and skills-based programs to young people from Manitoba and other communities throughout Canada.

Knowles Centre is made up of a team of 130 full-time, part-time and casual employees. Each day we strive to help young people and their families address past struggles, develop healthier relationships and ways of life, and reach their full potential in the future.

We do this through the following programs:

- Healing Homes
- Treatment Foster Care
- Supported Advancement to Independent Living Program
- Day Treatment Program
- Sexual Abuse Treatment Program
- Moving Forward Counselling Services

In addition, we offer or arrange support services that complement our core programs, including:

- *Biimautaziwin* Aboriginal Cultural Program
- Recreation Program
- Camp & Outdoor Education Program
- Access to psychiatric consultation
- Program partnerships with River East Transcona School Division

Knowles Centre is a registered, non-profit, charitable organization governed by an elected Board of Directors.

We are hiring! **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

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.

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.

Why work at Knowles Centre?

There are great opportunities open to those who know making a BIG difference starts with the little things.

- Competitive salary
- 3 weeks' vacation to start
- Paid sick time
- Free parking
- Defined benefits pension plan
- Extended health plan and long-term disability
- Optional additional life insurance
- Support for life-long learning and professional development

Posting date: Wednesday, October 26, 2022

Deadline for applications: November 9, 2022

Salary: \$28,129.71 - \$32,610.05

Work hours: Monday to Friday, 8:30 a.m. to 4:30 p.m.

Tentative Start Date: November 28, 2022

Send resume with cover letter by 4 p.m., on Thursday, November 9, 2022 to:

Tiffany Krueger
TFC Coordinator

Knowles Centre
2065 Henderson Hwy
Winnipeg, MB R2G 1P7
Fax: 204-338-9082

Email: tkrueger@knowlescentre.org

We thank all applicants who apply, however, only those applicants selected for an interview will be contacted.

Knowles Centre is committed to diversity and inclusivity in the workplace. We are a friendly organization that welcomes applications from all individuals who share our vision of maintaining a respectful environment for all.

Knowles Centre acknowledges that we are gathered on Treaty 1 territory, the traditional territory of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene People, and the homeland of the Métis Nation. With the spirit of reconciliation and decolonization, we seek to understand our place in history, and build alliances with Indigenous communities through education and collaboration.