

WEST REGION CHILD & FAMILY SERVICES, INC.

Invites applications for the position of

RECEPTIONIST/ADMINISTRATIVE ASSISTANT

PART-TIME POSITION IN GAMBLER FIRST NATION



Reporting to the CBT Supervisor, the Receptionist will be responsible for providing a variety of receptionist duties and administrative support. Duties include the preparation of correspondence, reports, spreadsheets; composing letters in response to routine inquiries; maintaining a bring forward system; setting up and maintaining filing systems, handling telephone inquiries, making travel and meeting arrangements, providing intake/CFSIS support, assisting staff, and other administrative duties as required. This position is based out of the WRCFS office located in Gambler.

DUTIES WILL INCLUDE:

- performing receptionist duties and operating standard office equipment
- tracking and distribution of office supplies/equipment
- providing administrative support
- making meeting arrangements
- maintaining records and filing
- other related duties as required
- IM & CFSIS entry
- providing assistance with resolving computer/phone issues that arise
- overseeing general office needs (ordering supplies, identifying issues, etc.)

QUALIFICATIONS:

- Minimum Grade 12 high school education or an acceptable equivalent combination of education and training
- Previous experience in office administration
- Demonstrated ability to communicate effectively, both orally and in writing, and to meet and deal effectively with people
- Good administrative and organizational skills
- Must have demonstrated ability to work as part of a team and the ability to work independently
- The ability to speak Ojibway would be a definite asset
- Must have demonstrated knowledge of and appreciation for First Nations culture and aspirations
- Must have computer training and/or knowledge of Microsoft Office

WRCFS offers a supportive, progressive, and innovative work environment, competitive salaries, a great benefits package, and training opportunities. The successful applicant must provide WRCFS with a current Criminal Record check that includes a Vulnerable Sector Search, Child Abuse Registry check, Prior Contact check and Driver's Abstract prior to the commencement of employment. Travel is required. A valid driver's license and access to means of reliable transportation for work is a condition of employment.

Public Health Guidelines will apply.

SALARY: Commensurate with experience and training and according to Provincial pay scale.

PART-TIME HOURS: to be determined.

Please submit resumes to:

Corey Leclerc
Community Based Team Supervisor
West Region Child & Family Services, Inc.
Box 280
ERICKSON, Manitoba R0J 0P0 Fax: (204) 546-2581

DEADLINE FOR APPLICATIONS: Thursday July 20th, 2023

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