



**Treatment Foster Care (TFC)  
And  
Supported Advancement to Independent Living (SAIL)  
Program Assistant/Receptionist (PA/Receptionist)  
Full-Time Permanent**

Knowles Centre is seeking a full-time permanent Program Assistant/Receptionist (PA/Receptionist). The PA/Receptionist will primarily be an administrative support for the TFC and SAIL programs, and provide reception duties for these programs and the wider agency. Additionally, the PA/Receptionist is responsible for basic accounting and various administrative duties/other responsibilities in TFC, SAIL and other programs at Knowles Centre.

Reception/Administrative duties include:

- Answer incoming calls, greet guests, e-mail, file, fax
- Correspond with relevant external agencies
- Maintain data bases
- Assist staff with various administrative tasks as required
- Work cooperatively as a member of the Administrative and Treatment Foster Care team

The ideal candidate should have:

- 1) A minimum of 2 years administrative experience, preferably working within a foster care program or social service agency;
- 2) 2 years experience working within a social service agency;
- 3) Demonstrated ability to effectively establish and maintain positive working relationships; be reliable, organized, detail-oriented; able to work independently; demonstrate initiative; ability to remain calm and professional under pressure;
- 4) Excellent communication and interpersonal skills (i.e. pleasant demeanor, clear, friendly);
- 5) Ability to effectively address issues and problem-solve in a collaborative, solution-oriented manner, and
- 6) Proficient in Outlook, Excel, Word, Microsoft 365, etc.

Grade 12 along with an administrative certificate and a minimum of two years of administrative experience and/or 2 years of work experience working within a social service agency is/are preferred. The successful applicant will have clear Criminal Record, Child Abuse Registry, and Prior Contact Checks and possess a valid driver's license and a vehicle.

The PA/Receptionist will enjoy working on a scenic campus with free parking. The PA/Receptionist will enjoy an enthusiastic team environment and excellent staff morale with opportunities to creatively contribute to the overall development of the program. They will receive regular supervision with the TFC Program Director. 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.***

**Salary:** to be negotiated

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

**Please send resume by August 1, 2023 at 4:00 p.m. to:**

Program Director, Treatment Foster Care Program  
Knowles Centre Inc.  
2065 Henderson Highway  
Winnipeg, Manitoba R2G 1P7  
E-mail: [tkrueger@knowlescentre.org](mailto:tkrueger@knowlescentre.org)

Indigenous candidates are strongly encouraged to apply.

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