



# Kina Gbezhgomi Child and Family Services Employment Opportunities

Kina Gbezhgomi Child and Family Services is a designated Children's Aid Society that delivers Prevention and Protection Services within our seven member First Nations within the Districts of Sudbury and Manitoulin.

KGCFS makes every effort to ensure all services provided are respectful of the communities that are serviced; respectful of the culture, language, beliefs, customs and practices of the Ojibway-Odawa-Pottawatomi peoples.

We are currently recruiting professional and progressive individuals to join our team in the following capacities:

## **CASUAL RECEPTIONIST(S)**

The Casual Receptionist provides administrative services related to reception, including greeting clients, transferring telephone calls to appropriate service provider, typing correspondence, handling incoming mail and maintaining office supply inventory. The Receptionist must possess previous experience in an office environment and must possess knowledge, respect and sensitivity of the Anishinabe culture. The ability to speak the Anishinabe Language is a definite asset.

## **(3) AFTER HOURS WORKERS (PART TIME- PERMANENT POSITION)**

The After Hours Worker (AHW) will provide emergency response for Child and Family and Foster Care Services during weeknights, weekends, and holidays outside the agency's regular office hours. AHW will promote and support all agency programs and services. AHW must possess knowledge, respect, sensitivity of the Anishinabe culture and be committed to helping First Nation families strengthen and achieve a healthy level of wellbeing.

**For additional information or to obtain a detailed job description, please visit our website at [www.kgcfs.org/employment](http://www.kgcfs.org/employment).**

**We invite applicants to submit a cover letter, resume, and three letters of reference (one from most recent/current employer) marked confidential to:**

**By Mail: Kina Gbezhgomi Child and Family Services  
Attention: Human Resources (*Casual Receptionist or After Hours Worker*)  
98 Pottawatomi Avenue, Wikwemikong, Ontario P0P 2J0  
By Fax: 705-859-3629  
By Email: [hr@kgcfs.org](mailto:hr@kgcfs.org)**

**Closing Date: Tuesday, February 16<sup>th</sup>, 2016**

*All applications are appreciated; however, only those candidates selected for an interview will be contacted. The successful applicant will be required to submit a criminal reference check including a vulnerable sector screening and a driver's abstract.*