



Dnaagdawenmag Binnoojiiyag Child & Family Services

517 Hiawatha Line
Hiawatha First Nation, ON
K9J 0E6

Dnaagdawenmag Binnoojiiyag
CHILD & FAMILY SERVICES

Employment Opportunity Office Reception – Full-time – Whitby

Purpose of the Position:

Reporting to the Director of Finance & Administration, the Office Reception is responsible for reception, providing secretarial and clerical support to management and staff, maintenance of office supplies, equipment and furnishings, and any other duties that may be assigned by the Director of Finance & Administration.

Responsibilities:

1. General Reception Duties

- Receive and greet visitors and answers incoming calls in a professional, friendly, courteous manner and promptly directs them to the appropriate staff.
- Maintain and reorder information pamphlets as needed.
- Keep the reception and meeting areas neat and tidy at all times.
- Collects, sorts, logs, date stamps, makes copies and directs incoming mail and outgoing mail and faxes.
- Signs for courier deliveries and arrange for courier pickup.

2. General Office Duties

- Provides clerical support to the Executive Director, Managers and staff.
- Orders office supplies and calls for service on office equipment as needed.
- Maintain an inventory of all office equipment, furnishings and supplies.
- Maintain a log of all cell phones and other equipment loaned out by the agency.
- Typing, photocopying and faxing letters, memorandums, reports and other documents.
- Filing, collating, and scanning documents, reports and files as requested.
- Desktop publishing and photocopying information flyers, and ensuring that these are prepared and distributed or mailed out.
- Assist in the preparation of meetings as required.

3. Other Duties

- Follow all DBCFS Policies and Procedures and adhere to the Code of Conduct.
- Assist with the orientation of new staff.
- Performs other related duties as assigned.

Preferred Requirements

The successful applicant should have:

- Office Administration certificate plus one year of related work experience.
- Previous reception experience within a child welfare agency
- Minimum of secondary school diploma (completion of grade 12).
- A valid class "G" driver's license, an acceptable Driver's Abstract, a reliable vehicle and \$2 million liability insurance.

Knowledge Requirements

The successful applicant will have:

- Working knowledge of a multi-line phone system.
- Excellent communication and interpersonal skills.
- Knowledge of emergency services and contacts available should the need arise.
- Good understanding of First Nation culture and preference will be given to those with the ability to speak the language.
- Previous experience receiving reception calls of a sensitive nature.
- Ability to deal with staff and the general public in a compassionate and tactful manner.
- Working knowledge of use of office machines: fax, photocopier, shredder, etc.
- A solid background in computers and software, with specific knowledge of Mac computers.

Ability Requirements

The successful applicant will demonstrate ability to:

- Ability to work cooperatively with other staff and management.
- Ability to work on own with little or no supervision.
- Ability to relate effectively to community members.
- Provide an acceptable CPIC with VPSS.

Salary: Between \$42,000 - \$49,094 yearly depending on qualifications and experience

**Closing Date: Open Until Filled.
Incomplete applications will not be considered.
Only those selected will be contacted for an interview.**

For Application to be considered please submit:

- Application for Employment - available at www.binnoojiiyag.ca
- Cover letter and Resume
- 3 work related references

Carrie Wilson, Recruiting Coordinator
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Hiawatha First Nation, ON K9J 0E6
Fax: 705-295-7137
Email: careers@binnoojiiyag.ca

Notes:

1. Persons of First Nations, Metis and Inuit and members of DBCFS First Nations are encouraged to apply.
2. For a full job description and any questions please email: careers@binnoojiiyag.ca