



**KINA Gbezhgomi Child and Family Services**  
**Location: Manitoulin or Sudbury offices**

**Posted: Nov 17, 2022**

Kina Gbezhgomi Child and Family Services (KGCFS) is a designated Child Welfare Service delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFS honours and supports our families' and community's inherent authority to care for their children based on unity, traditions, values, beliefs and customs. **Preference will be given to Anishinaabe Candidates (please self-identify) in your application.**

## CASUAL RECEPTIONIST

**Wage: \$21.59/hr**

The Casual Receptionist will provide administrative support services to staff of Kina Gbezhgomi Child and Family Services on an on-call basis.

### QUALIFICATIONS:

- Certificate or Diploma in secretarial course or business administration from an accredited College;
- Experience in working within an Anishinabe Child and Family Well-Being Services is preferred or proven experience in working with Anishinabek people.
- An individual of Anishinaabe ancestry is preferred with genuine understanding and lived experiences of Anishinaabe worldviews, traditions, customs and practices.

### KNOWLEDGE SKILLS & ABILITIES:

- Ensure telephone coverage during regular business hours by receiving all incoming phone calls, screen calls to determine suitability and transfer to appropriate agency personnel for service, record and relay information and ensure agency staff receives all phone contacts and communiqués;
- Use judgement regarding the sensitivity and priority of phone calls and client contacts and direct them ;
- Will coordinate mail delivery system of incoming and outgoing correspondence to their proper destinations/designates;
- Prepares and distributes records, documents, photocopies, as required;
- May assist in the coordination, arrangements for meetings, training, workshops and conferences for agency staff when required;
- Must possess knowledge, respect, and sensitivity of the Anishinaabe culture and be committed to helping Anishinabe families strengthen and achieve Mino Bimaadizowin (living the good life) through healthy level of well-being.
- Honour all children and youth who may be in transition equally and strive to provide the required supports for Lesbian, Gay, Bisexual, Transgender, Queer and 2-spirited individuals to achieve healthy self-esteem and life enrichment.

## DEADLINE: OPEN POSTING

Applicants are encouraged to visit our website at [www.kgcfs.org/employment](http://www.kgcfs.org/employment) to review the full job description.

Please submit your application marked "Confidential –Casual Receptionist". **Include in your application a cover letter, resume, and (3) three reference letters - two (2) employment related from recent employers.**

Please also detail in your application: education, employment experience, and cultural participation. Applications are accepted and in the following order of preference: by email, fax at

Human Resources – Confidential Casual Receptionist  
Kina Gbezhgomi Child and Family Services  
Main Office - 98 Pottawatomi Avenue,  
Wikwemikong, Ontario P0P 2J0

Email: [hr@kgcfs.org](mailto:hr@kgcfs.org)

*At KGCFS We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. Miigwetch for your application, however, only those candidates selected for an interview will be contacted. As a condition of employment, the successful candidate will be required to submit the following: satisfactory Criminal Reference Check (within 3 months of application date), Vulnerable Sector Check and Driver's Abstract.*