

Animikii Ozoson

Child & Family Services Inc.

3-313 Pacific Avenue • Winnipeg • Manitoba • R3A 0M2
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reception.animikii@animikiicfs.org



JOB OPPORTUNITY

Reception

Competition # 2022-26

Overview:

The incumbent is responsible for providing reception, switchboard, and office support services in a community Child Welfare office. Our receptionist plays a vital role in the functioning of our office, programs, and day-to-day operations. It is therefore imperative that a friendly, cooperative, and informative relationship always be maintained with our members, including the Authority, the Board of Directors, management, staff, clients, visitors, other agencies, and the community.

Responsibilities / Duties:

- Receive, greet, and welcome all families, relatives and guests entering the building
- Provide access to the building for any visitors (buzz and call elevator)
- Assist those coming to the building for work, meetings; or for clients coming to see their Case Manager or for family visits with their children
- Call taxi/cabs as required for visitors to the building
- Answer and log telephone calls from the public, staff, clients
- Ensure reception area, hallway and, family rooms/visiting rooms are clean/tidy and provided with appropriate materials
- Maintain and update family/visiting rooms schedule
- Monitor client activity in reception area for safety issues; inform a supervisor or Safety and Health committee member if an issue arises
- Open, date stamp, track, and distribute all Canada Post and courier mail
- Maintain, manage, track all outgoing mail/cheques to be picked up from the office
- Receive, print, track, and distribute all incoming fax documents
- Prepare outgoing courier package, interdepartmental mail, and all outgoing mail. Post at end of the day
- Record in attendance book and tracking spreadsheet, whereabouts of staff, providing to management team daily
- Track ordered office supplies and distributed supplies as received
- Maintain, update, and distribute internal staff list(s)
- Maintain confidentiality in all matters pertaining to the Agency and staff
- Responsible for assignment of visitor parking

Qualifications:

- Previous reception experience 2+ years
- Ability to take initiative and problem solve when needed
- Strong communication skills (verbal, written and interpersonal)
- Ability to multitask, be organized and be able to prioritize tasks
- Ability to deal with the public, clients, and keep information confidential
- Personable, pleasant, professional, reliable, and courteous
- Ability to work in a fast-paced environment both independently and as part of a team

All Hiring is subject to satisfactory Criminal Reference Check, Prior Contact and Child Abuse Registry Check.

The ability to speak Ojibwe is considered a definite asset. Preference will be given to Indigenous people and applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

Please reference the position and competition number # 2022-26 in your cover letter.

We thank all who apply, however, only those selected for interview will be contacted. Job posting will be posted for two (2) weeks.

Qualified AY2 Candidate's Salary: \$35,963.12 - \$40,753.15

Please forward your resume/cover letter and three (3) references to:

Stephanie Fenner, HR Manager, CPHR Candidate
Animikii Ozoson Child and Family Services
3-313 Pacific Avenue
Winnipeg, MB, R3A 0M2
Email: Stephanie.Fenner@animikiicfs.org

We offer:

Competitive market salaries, Paid time away program, Free parking, Excellent benefits package, Pension