

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 # 2024-24

Overview:

The incumbent reports directly to the Manager of Human Resources and is responsible for providing reception, switchboard, and office support services in a community Child Welfare office. Our receptionist is the "Face" of AOCFS and 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
- Counter check Claim Account Invoice from Duffy's
- Answer and log telephone calls from the public, staff, and families
- Ensure reception area, hallway and, family rooms/visiting rooms are clean/tidy and provided with appropriate materials
- Tidying/disinfecting family visiting rooms after each scheduled family visit
- Maintain and update family/visiting rooms schedule
- Monitor client activity in reception area for safety; 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
- Assisting with maintaining a most up-to-date parking list
- Other duties as assigned

Qualifications:

- Previous reception experience 2+ years
- Previous experience working at a mandated CFS Agency considered an asset
- 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, Families, 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 # 2024-24 in your cover letter.

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

Qualified AY2 Candidate's Salary: \$ \$38,883.33-\$44,062.31

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