



**Reception – Admin Secretary**  
Full-Time, Permanent  
**Posting #FB00225**

Working as part of a team, reporting directly to Human Resources. The incumbent is responsible for providing reception, switchboard, and office support 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 imperative that a welcoming, cooperative, and informative relationship always be maintained with our members, the Authority, Board of Directors, management, staff, clients, visitors and the community.

**Key Responsibilities include:**

- Opening and closing of reception area daily, including switching phones over from After Hours
- Receive, greet, and welcome all families, relatives and guests entering the building
- Distribute ANCR After Hours reports to appropriate team member
- Answer and log all calls/emails/fax as received
- Maintain and update all Family Room/Visiting Room schedules
- Oversee office attendance and maintain all logs
- Monitor visitor activity the reception areas on the 3<sup>rd</sup> and 4<sup>th</sup> floors. If a concern arises, follow all AOCFS policies and procedures to ensure everyone's safety
- Maintain, clean and sanitize all family rooms after each visit. This includes all hard and soft surfaces
- Open, track and distribute all incoming and outgoing mail, courier pick ups, and deliveries
- Maintain and update AOCFS Staff List and parking stall assignments
- Maintain strict confidentiality in all matters pertaining to Agency and employees
- Other duties as assigned

**Qualifications and Competencies:**

- Grade 12 diploma, or equivalent plus a certificate from a recognized administrative program or course
- 2+ years of reception experience
- Previous experience working with a mandated CFS Agency is considered an asset
- Sensitivity and understanding of culture, language, and issues related to Indigenous communities
- Strong service ethic
- Empathy to clients, families and staff
- Ability to handle multiple tasks simultaneously to meet deadlines
- Adaptable to change and frequent interruptions
- Acquires a depth of knowledge of phones, voicemail, Microsoft Office suite of products
- Strong communication skills (verbal, written and interpersonal)
- Valid, satisfactory Criminal Record Check, Child Abuse Check and Prior Contact Check
- Nonviolent Crisis Intervention Training is considered an asset

- Ability to speak Ojibway/Cree is a definite asset
- Core Competencies for this role include: Communication; Cultural Competence; Client Focus; Decision-Making; Collaboration; Organizational Ability; and Stress Tolerance

We are committed to recruiting a diverse workforce that represents the First Nations communities that we serve. Preference will be given to Indigenous people. Applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

**Qualified AY2 Candidate's Salary:** 75 hour bi-weekly salary \$39,661 - \$45, 852. This permanent position is eligible for our full benefits package which includes health, dental, employer-matched pension, secure parking, and Paid Time Off program.

**The closing date for all applications is Monday, March 10<sup>th</sup> 2025 at 4:30pm**

Please indicate the **Posting #FB00225** in your cover letter and email subject line

Please forward your resume and cover letter to:

Email: **hr@animikiicfs.org**

Animikii Ozoson Child & Family Services

We thank all who apply, however only those selected for an interview will be contacted

AOCFS welcomes applications from people with disabilities and will provide accessibility accommodations as part of the application process upon request