



RECEPTIONIST (Maternity Leave 18 Months)

GENERAL DESCRIPTION

The Receptionist is a full-time (Maternity Leave), administrative position. The Receptionist will work within a culturally competent system of care and as such will acknowledge and incorporate, at all levels, the importance of culture, the expansion of cultural knowledge, and the overall vision of Weechi-It-Te-Win Family Services.

The Receptionist will foster cultural awareness through active participation in an inductive learning process, gaining an understanding of historical trauma and impacts of oppression and how these relate to current issues related to Native child welfare services. The Receptionist will develop culturally competent practice skills that are congruent to the unique needs of the ten First Nations and to Weechi-It-Te-Win Family Services.

The Receptionist is responsible for reception of clients, visitors, and guests to the offices of Weechi-it-te-win, and for back-up secretarial support for the administration and operations of the agency. The Receptionist is the first contact with Weechi-it-te-win Family Services, and as such is responsible for the first impression of the agency. The Receptionist should receive all who come to our agency professionally, respectfully, and graciously, demonstrating at all times our mission of service to our community.

RESPONSIBILITY

The Receptionist reports to the Director of Administration.

QUALIFICATIONS

1. an understanding and appreciation of Anishinaabe cultural beliefs, values, norms, ceremony, teachings, and a commitment to continue learning, participating, and advocating during any opportunity provided by the Agency or Community;
2. Ontario Secondary School Diploma (Grade 12) or equivalent and specialized course work in general business practice, secretarial writing, typing and word processing;
3. ability to type 45 words per minute; with a thorough knowledge of word processing and spreadsheet software applications;
4. excellent verbal communication skills;
5. professional voice and attitude;
6. must possess outstanding organizational skills
7. possess a valid driver's license in good standing;
8. knowledge of community and family structure and services, and the customs and traditions of the 9 Area First Nations;
9. ability to speak Ojibway is an asset.

Applications must include all the following to be considered:

- Cover Letter – Signed and Dated
- Resume
- Three References (one must be employment related) along with written permission to contact references.
- Only those selected for an interview will be contacted.
- Immediate Benefits and Pension
- Complete job descriptions available upon request

Salary \$\$45,374.94 to \$53,166.85

Submit Application to:

Jackie DeBenedet

Human Resources Officer

jackie.debenedet@weechi.ca

P.O. Box 812

Fort Frances, ON P9A 3N1

Phone: 807-274-3201

Fax: 807-274-8435

DEADLINE TO SUBMIT APPLICATION:

Jan 22, 2025, @ 12:00 p.m.

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