



CREE NATION CHILD & FAMILY CARING AGENCY JOB OPPORTUNITY

POSITION: Receptionist – Casual Position
OFFICE: Regional Office
LOCATION: Opaskwayak, MB

*Cree Nation Child & Family Caring Agency (CNCFCA) is responsible for administering and providing for the delivery of Child and Family Services. CNCFCA is dedicated to providing comprehensive CFS Services that are community-based and incorporate both protection and prevention services.
Our agency will strive to maintain family unity.*

POSITION SUMMARY:

Under the supervision of the Executive Assistant, the Receptionist serves as the first point of contact for Agency clients, guests, visitors or others. The Receptionist serves to receive, direct people, correspondence and contact/calls to the appropriate Agency personnel or department. The Receptionist provides a professional and pleasant point of entry for the Agency and will maintain strict confidentiality in performing all duties.

RESPONSIBILITIES:

- Greets people in a pleasant and professional manner in the reception area, identifying their purpose, answering inquiries and directing them to the appropriate person.
- Receives screens and directs telephone calls accordingly.
- Maintains and updates message/mail bins; and keeps track of staff whereabouts at all times via sign-out sheet.
- Maintains daily attendance records. Submits records and leave forms to supervisors and the HR Assistant as required on bi-weekly basis.
- Maintains general order and tidiness of reception area. Ensures the bulletin board at the front reception area is neat and up to date with current information.
- Maintains an inventory of office supplies and orders supplies as required.
- Handles all incoming and outgoing mail/parcels and distributes staff memos and documents.
- Receives, records and date stamps all incoming mail, packages, faxes etc. and distributes them to staff mail boxes. Receives and distributes contacts to appropriate supervisors when local workers are away. Sends Notices of Service to the legal contact as they come in.
- Distributes cheques to service providers and foster parents.
- Prepares and distributes general correspondence.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent
- Ability to converse fluently in Cree (preferred)
- Ability to use a variety of computer applications such as Microsoft Word, Excel, Outlook, PowerPoint and database systems
- Ability to deal effectively with a variety of visitors and circumstances
- Knowledge of customer service (preferred)
- Good organizational skills and working knowledge of office and administrative procedures and related equipment (preferred)
- Excellent oral and effective communication skills (preferred)

CONDITIONS OF EMPLOYMENT:

- Must pass a criminal records check, child abuse registry check and prior contact check.
- Cannot be active on a protection case.
- Must maintain absolute confidentiality in accordance with agency requirements.
- May be assigned to provide coverage or support for other office locations from time to time and as required.
- Other duties related to the position may be assigned.

Deadline: November 29, 2024 @ 4:00pm

**SUBMIT COVER LETTER & RESUME ALONG WITH THREE (3) REFERENCES MARKED
“PERSONAL & CONFIDENTIAL” TO:**

Human Resource Manager
Cree Nation Child & Family Caring Agency
Box 10130
Opaskwayak, MB R0B 2J0
Fax: 204-623-3847
Email: hr@creeation.ca

We thank all who apply and advise that only those selected for further consideration will be contacted.

“Please visit our website at <https://creeation.ca>”