



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:

- Greet people in a pleasant and professional manner in the reception area, identifying their purpose, answering inquiries and directing them to the appropriate person.
- Receive screens and direct telephone calls accordingly.
- Maintain and update message/mail bins; and keep track of staff whereabouts at all times via sign-out sheet.
- Maintain daily attendance records. Submit records and leave forms to supervisors and the HR Assistant as required on bi-weekly basis.
- Maintain general order and tidiness of reception area. Ensure the bulletin board at the front reception area is neat and up to date with current information.
- Maintain an inventory of office supplies and order supplies as required.
- Handle all incoming and outgoing mail/parcels and distribute staff memos and documents.
- Receive, record and date stamp all incoming mail, packages, faxes etc. and distribute them to staff mail boxes. Receive and distribute contacts to appropriate supervisors when local workers are away. Send Notices of Service to the legal contact as they come in.
- Distribute cheques to service providers and foster parents.
- Prepare and distribute 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: September 25, 2026 @ 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@creenation.ca

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

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