

MISTIKASKAW OHIPIKIHAWASOWIN MAMAWINTOWIN SOCIETY (MOMS)

RECEPTIONIST

CHILD and FAMILY SERVICES

MOMS Society is a newly delegated First Nation Child and Family Services authority servicing the communities within the Woodland Cree First Nation. Through the Society, the Woodland Cree First Nation is embarking on a journey to reclaim and redesign how child welfare (protection, family enhancement and prevention) plus required support services are delivered to Woodland Cree members. The Society is seeking to hire a qualified receptionist who is highly motivated, dedicated, and compassionate about the work they do. Experience in working with culturally appropriate service models for First Nation people is a definite asset. As the Receptionist, you will greet members of the public and answer telephone calls directing them to the appropriate staffs. The successful candidates must uphold the vision and constitution of the Society.

Example of some duties

1. Greeting the public; receives / screens visitors; assists visitors courteously and promptly; directs visitors as appropriate.
2. Offer assistance and direct people to the proper department and/ or staff member.
3. Ensures the organization and cleanliness of the lobby, receptionist area and photocopier area.
4. Answering telephone calls; Operating the switchboard by answering, screening, and forwarding calls to the appropriate parties, and recording/relaying messages from the answering service.
5. Maintain on-call kit for workers.
6. Processing daily mail; sort, process, and route incoming mail; maintain a log of all incoming and outgoing mail.
7. Responsible for receiving/sending all faxes and documenting accordingly.
8. Ordering of office supplies and coffee supplies.
9. Word processing of reports, forms, correspondence, file recording minutes, data input
10. Assist with typing, filing, and photocopying.
11. Edits social work documentation and participates in the process of updating social work forms.
12. Daily assigned receptionist duties/other duties as assigned.
13. Ensure all offices on-site are locked and alarm set upon leaving at end of day.

Experience Requirements

Education:

1. Minimum grade twelve diploma.
2. Post secondary education would be an asset.
3. Proven use of Oath of Confidentiality in the workplace.
4. Demonstrated ability to work in a team environment.
5. Excellent interpersonal, verbal, written and organizational skills.
6. Ability to speak and/or understand the Cree language is a definite asset.
7. Valid class five driver's license and a reliable vehicle a definite must.

Required Skills:

Experience in working with culturally appropriate service models for First Nations people. Strong time management skills and ability to work under pressure. Ability to work as an integral member of a team and motivate others in a collaborative team environment. Criminal, Vulnerable Persons and CFS Intervention Record checks are required.

The deadline for applications is January 14, 2022, or until a qualified applicant is recruited.:

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