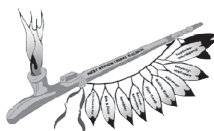


West Region Treaty 2 & 4 Health Services Inc.

HEAD OFFICE

SKOWNAN FIRST NATION
P.O. Box 104
SKOWNAN, MB R0L 1Y0
PH: 204-628-3333



SUB-OFFICE

UNIT 16 – 2ND FLOOR
317 MAIN STREET NORTH
DAUPHIN, MB R7N 1C5
TEL.: 204-622-9400
FAX: 204-622-9449
TOLL FREE: 1-866-385-9400

Please direct all correspondence to HEAD OFFICE address

West Region Treaty 2 & 4 Health Services is hereby seeking applications for **1.0 FTE Receptionist (Contract Position)** **for the WRTHS Brandon IRS Office**

WRT2&4HS is an Accredited First Nation organization that delivers a variety of Mandatory and Discretionary Health Care Services to the seven WRTC area First Nation Communities.

Under the supervision of the Mental Wellness Advisor and in accordance with WRT2&4HS's Mission, Vision, Values, Goals, Policies and Procedures, the Receptionist will be responsible to provide excellent public relations services and administrative support to the WRTHS Indian Residential School Program at the Brandon Office.

SUMMARY OF DUTIES/RESPONSIBILITIES:

- Greet clients as soon as they arrive and connect them with the appropriate staff.
- Answer the phone in a timely and professional manner; direct calls and messages to the appropriate staff.
- Arrange and coordinate travel arrangements for Mental Wellness Advisor and staff members.
- Ensure all incoming and outgoing mail are recorded and distributed to the appropriate staff.
- Mail out relevant information to communities, organizations, etc
- Ability to create and maintain an organized filing system according to established format and procedures.
- Ensure all record/files/documents are always stored, locked and kept in a secure place.
- Responsible to maintain office inventory and supplies and order as needed.
- Knowledge on how to use office equipment such as computer, fax, photocopier, etc and ensure maintenance and upkeep of office equipment is up-to-par for daily use/functions.
- Knowledge and experience with phone systems
- Maintain strict confidentiality at all times relating to personal clientele information.
- Experience and knowledge of minute taking at staff/program meetings.
- Knowledge and experience in coordinating/scheduling of meetings, workshops and large gatherings
- Assist supervisor and staff by completing quarterly activity reports and other reports as required.
- Work collectively as a team player with WRTHS Staff, other partners and organizations.
- Knowledge and respect of the diverse beliefs, practices, culture and traditions of First Nations, Indian Residential School and Indian Day School Students and/or family members
- Knowledge and understanding of issues and impacts of the Indian Residential School and Indian Day School era
- Adhere to WRT2&4HS's Policy and Procedures.
- Must implement professional conduct at all times, willingness to role model and maintain an abstinent lifestyle.
- Must be willing/able to travel as required/requested .
- Other duties as deemed necessary.

QUALIFICATIONS:

- Current resume clearly outlining your history and experience.
- Secretarial Certificate/Diploma or other education and equivalent experience will be considered.
- Must have good typing skills and typing speed of at least 70 WPM.
- Provide copies of transcripts/diplomas/degrees/certificates noted in resume.
- Provide three reference letters demonstrating ability in providing receptionist duties.
- Must provide a current Criminal Record Check/Vulnerable Persons Check and Child Abuse Registry Check
- Excellent communication, verbal and written skills
- Excellent public relation skills
- Excellent time management skills
- Excellent multi-tasking skills
- Punctual and a strong work ethic
- Ability to work independently.
- Proficiency in Microsoft Office Computer Programs including Word, Outlook, Excel and Powerpoint
- Knowledge and experience in using/setting up Virtual Technology such as Zoom, Microsoft Teams, etc

BENEFITS:

- Excellent benefits package
- Two weeks paid leave during Christmas holidays.
- Excellent team to work with

SALARY: Negotiable on basis of qualifications/experience.

Closing Date for Applications: Friday, May 7, 2021 @ 4:30 P.M.

RESUME SUBMISSION: Mail/Email to the attention of:

**Renita Houle, B.S.W., R.S.W., ICAS.,
Mental Wellness Advisor**

West Region Treaty 2 & 4 Health Services

Unit 16-2nd Floor, 317 Main Street North, Dauphin, Manitoba R7N 1C5

Email: rhoule@wrtchealth.com

Fax: (204) 622-9449

Note: We thank all interested individuals for submitting an application, however only those that meet the qualifications will be considered.

If you would like further information regarding this position, please do not hesitate to contact Mrs. Renita Houle at (204) 622-9400.