



POSITION TITLE: On Call Receptionist

TERM: On-Call, as needed

SUPERVISOR: Senior Administrative Assistant of Operations

Secwepemc Child and Family Services Agency (SCFSA) is a progressive and culturally focused agency supporting family safety that endeavors to provide outstanding practice to First Nations families residing in the communities of the seven-member bands; Adams Lake, Bonaparte, Neskonlith, Simpcw, Skeetchestn, Tk'emlúps te Secwépemc, and Whispering Pines/Clinton and who reside in Kamloops.

Striving to provide exceptional family healing services through prevention-based practice, SCFSA incorporates a Signs of Safety® framework as an innovative, strengths-based, and safety-organized approach to child protection casework.



Job Summary

The Receptionist effectively carries out reception and general administrative tasks providing excellent customer service as the initial greeter and welcomes visitors and callers. The Receptionist uses a cordial and professional approach, promptly addresses customer needs, and works to build effective relationships within the organization, associated agencies, government, and the general public.

Qualifications

Education and Experience

- High School diploma or equivalent;
- 2-3 years' experience in administrative or clerical experience preferred;
- Experience and knowledge of local aboriginal communities and their needs an asset.

Skills and Abilities

- Accurate typing speed of 40 words per minute
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Must have strong administrative, organizational and communication skills
- Ability to deal tactfully and effectively with clients, customers, suppliers, and co-workers
- Ability to self-regulate, meet deadlines, have attention to detail and multitask
- Demonstrates a strong understanding of and respect for cultural diversity, particularly Indigenous culture.

Main Office:

153 Kootenay Way, Kamloops, BC V2H 0E6
Ph: 250-314-9669 Fax: 250-314-9609

Youth Office:

348 A Tranquille Rd., Kamloops, BC V2B 3G6
Ph: 250-314-9669 Fax: 250-314-9609



Working Conditions

- Potential for violence in the workplace;
- This position is on an as-needed basis and holiday/sick leave coverage and does not have standard or minimum work hours;
- Receives regular supervision with direction and checks of the work performed.

Conditions of Employment

- Must be able to obtain and maintain a Criminal Record Check;
- Must be able to obtain and maintain a valid BC Driver's License;
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements.

Directly Supervises

- None

Pay Grade

- Starting wage is \$24.9954

An eligibility list may be created.

SUBMIT COVER LETTER and RESUME

HR Department

hr@secwepemcfamilies.org

Posted until March 3rd, 2023 at 4pm.

Note: only screened in applicants will be contacted. As per Section 41(1) of the BC Human Rights Code, preference may be given to qualified applicants of First Nations ancestry. Preference may also be given to applicants who can demonstrate knowledge and/or experience with Secwepemc language, culture, history, and customs.

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