



POSITION TITLE: Receptionist

TERM: Permanent, Full Time

SUPERVISOR: Administrative Team Lead

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, Skeetchestn, Tk'emlúps te Secwépemc, Simpcw, 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 public.

Qualifications

Education and Experience:

- Experience in administrative or customer service is required
- Experience and knowledge of local Indigenous communities and their needs an asset
- High School diploma or equivalent

Main Office:

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



Skills and Abilities:

- Proficient typing skills
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to an intermediate level
- Must have strong administrative, organizational and communication skills
- Ability to deal tactfully and effectively with clients, customers, suppliers, and co-workers
- Ability to handle high stress situations including but not limited to escalated clients
- Ability to self-regulate, meet deadlines, have attention to detail and multitask
- Recognizes and respects all cultural diversity and has an understanding of Indigenous culture

Working Conditions:

- Hours of work generally standard Agency working 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 have access to reliable transportation to and from work

Directly Supervises:

- None

Pay Grade:

- Starting wage \$29.1567

SUBMIT COVER LETTER and RESUME

Human Resources Department
hr@secwepemcfamilies.org
153 Kootenay Way, Kamloops, BC V2H 0E6
Posted until October 8 , 2026,@ noon

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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