

RECEPTIONIST

GENERAL DESCRIPTION

The Receptionist is an administrative position. The Receptionist will work within a culturally competent system of care and as such will acknowledge and incorporate, at all levels, the importance of culture, the expansion of cultural knowledge, and the overall vision of Weechi-It-Te-Win Family Services.

The Receptionist will foster cultural awareness through active participation in an inductive learning process, gaining an understanding of historical trauma and impacts of oppression and how these relate to current issues related to Native child welfare services. The Receptionist will develop culturally competent practice skills that are congruent to the unique needs of the eight First Nations and to Weechi-It-Te-Win Family Services.

The Receptionist is responsible for reception of clients, visitors and guests to the offices of Weechi-it-te-win, and for back-up secretarial support for the administration and operations of the agency. The Receptionist is the first contact with Weechi-it-te-win Family Services, and as such is responsible for the first impression of the agency. The Receptionist should receive all who come to our agency professionally, respectfully and graciously, demonstrating at all times our mission of service to our community.

RESPONSIBILITY

The Receptionist reports to the Director of Administration.

QUALIFICATIONS

1. An understanding and appreciation of Anishinaabe cultural beliefs, values, norms, ceremony, teachings and a commitment to continue learning, participating and advocating during any opportunity provided by the Agency or Community.
2. Ontario Secondary School Diploma (Grade 12) or equivalent and specialized course work in general business practice, secretarial writing, typing and word processing.
3. Ability to type 45 words per minute; with a thorough knowledge of word processing and spreadsheet software applications.
4. Excellent verbal communication skills.
5. Professional voice and attitude.
6. Must possess outstanding organizational skills.
7. Possess valid driver's license in good standing.
8. Knowledge of community and family structure and services, and the customs and traditions of the Rainy Lake Area First Nations.
9. Ability to speak Ojibway is an asset.

SALARY

\$45,374.94 - \$53,166.85

DISCLAIMER

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Weechi-it-te-win Family Services reserves the right to modify job duties or the job descriptions at any time.

THREE STEP HIRING PROCESS

Step 1 (Internal)- An employee interested in requesting to be considered for a lateral transfer or promotion must submit a request in writing, fax, and/or electronically to their immediate supervisor and copied to the Human Resource Officer prior to the deadline. Requests received beyond the deadline will not be considered.

Step 2 (Members of 8 First Nation Partners)- Please indicate on cover letter which community you are a member of.

Step 3- Open to the public

Application must include:

- ✓ **Cover Letter** – sign and dated
- ✓ **Resume**
- ✓ **Three references** (one must be employment related) along **with written permission** to contact references.
- ✓ Indicate if you are a member of one of our eight affiliated First Nation partner communities.

• **Applications submitted without** all above required documentation **will not be considered**

- Only those selected for an interview will be contacted
- Complete job descriptions available upon request

Submit Applications to:

Jackie DeBenedet

P.O. Box 812, Fort Frances, ON P9A 3N1

Phone number: (807) 274-3201 ext. 4065

Fax number: (807) 274-8435

careers@weechi.ca

DEADLINE TO SUBMIT APPLICATION

Step 1(Internal) and **Step 2**(First Nation Partner Communities): June 11, 2026 -12:00 p.m.

Step 3 (General Public): Open until filled. We will begin to take applications from the public on June 11, 2026 and if positions are not already filled in Step 1 or 2, we will begin reviewing Step 3 applications and scheduling interviews after June 18, 2026.