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## JOB POSTING

### Health & Social Development Assistant / Receptionist

<b><u>POSITION:</u></b>	Health & Social Development Assistant / Receptionist
<b><u>WORK HOURS:</u></b>	Monday to Friday, 8:30 am to 4:30 pm, 35 hours per week and some evenings and weekends, when required.
<b><u>REPORTS TO:</u></b>	Administrator
<b><u>SUPERVISES:</u></b>	none

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#### Job Summary:

Sekw'el'was is in search of a responsible, efficient and organized individual to assist with day-to-day reception, clerical support and health and social services tasks to assist clients. They will be responsible for creating a welcoming environment and providing administrative support across various departments with a focus on clients first. The role involves greeting visitors, answering inquiries, and performing a variety of tasks to ensure smooth operations.

#### Duties & Responsibilities:

1. Provides reception services by performing duties such as answering/directing incoming calls for staff, taking messages, answering routine inquiries, and providing information of a general nature regarding the Health & Social Development departments; fills in for the Administration Reception when needed;
2. Receiving visitors and referring to appropriate areas;
3. Prepares various informational / notices, posters, resource packages by designing and updating them, photocopying, and collating packages/brochures for distribution to the patient and/or family;
4. Sets up and maintains an administrative filing system, according to policies and procedures designed to protect confidentiality, for a variety of records such as correspondence, reports, minutes, and directories by performing duties such as creating and labeling files, developing forms, indexing materials, and filing.
5. Processes incoming and outgoing mail, faxes, reports/records, and internal and courier documents by performing duties such as receiving, recording, date stamping, sorting and distributing mail to appropriate personnel and preparing outgoing mail for pickup as required. Signs for receipt of packages and shipments.
6. Monitors and maintains levels of stationery, office supplies;
7. Arranges meetings/special functions as directed by performing duties such as booking meeting rooms, arranging catering, contacting appropriate personnel, sending invitations, typing and circulating notices and/or agendas from written drafts, and recording and distributing minutes.
8. Operates office equipment such as photocopiers, shredders, and fax machines and carries out minor maintenance such as loading paper, removing paper jams, cleaning glass, and changing toner cartridges.
9. Liaises with staff of health and social development departments;

10. Preparing necessary forms, certificates and medical attendance, transportation warrants and distributes copies as necessary;
11. Coordinating the medical transportation to ensure maximum economy and efficiency;
12. Performs other related duties as required

#### **Key Skills and Abilities:**

- Outstanding written and verbal communication skills in English;
- Ability to work both independently and collaboratively as part of various teams;
- Strong organizational skills with a keen attention to detail and excellent time management abilities;
- Capable of meeting deadlines, prioritizing tasks, managing multiple responsibilities simultaneously, and maintaining confidentiality;
- Strong proficiency in Microsoft Word, Outlook, Excel, and PowerPoint and Canva are essential;
- Motivated self-starter and with strong interpersonal skills
- Experience working within a First Nations Organization and/or working with First Nations is an asset;
- Understand the importance and practice of confidentiality;
- Must be able to provide a clear Criminal Record Check, including the Vulnerable Sector

#### **Qualifications**

- Completion of Grade 12 or an equivalent combination of education, training, and experience  
Training or certification in reception, office administration, or a related field in health and social services;

Salary Range: \$22.00 To \$26.00 Per Hour depending on qualifications and skills

Term: Indefinite (Upon Completion of Probation)

Scope: Full Time, 35 Hour Per Week

#### **NOTES:**

- All applicants must submit their resume, cover letter, and three references.
- The successful applicant must submit both a Criminal Record Check and Vulnerable Sector Check prior to commencing.
- Cayoose Creek is an equal opportunity employer and encourages applications from all qualified individuals. Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous, Metis or Inuit heritage. Candidates of Indigenous-identity are encouraged to self-identify on their application or within their cover letter.

#### ***Forward your Resume and Cover Letter to:***

Attention: Rhonda Leech, Administrator

Email: Fallon Flann, Admin Assistant at: [adminassistant@cayoosecreek.ca](mailto:adminassistant@cayoosecreek.ca)

Fax: (250) 256-4138

Application Deadline: Until filled