



BIIGTIGONG NISHNAABEG INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY

Job title: Intake/Receptionist
Department: Social Services – Band Representative Program
Employment status: FT Permanent
Posting Date: August 22, 2023
Closing Date: September 1, 2023 @ **12:00pm**

Job Summary:

The Intake/Receptionist Worker will be responsible to navigate Intake of all current/potential clients of the Band Representative program in addition to providing reception duties. The Intake/Receptionist functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Biigtigong Nishnaabeg.

Qualifications:

The ideal candidate will meet or exceed the following qualifications. The list of qualifications will be used to develop a screening tool. It is the responsibility of the candidate to communicate their expertise and experience in identified areas.

- Grade 12 or equivalent required; Minimum two-year Human Service Diploma and/or other related field;
- Two years related experience;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Strong passionate interest in child welfare/ child well being /child advocacy
- Excellent computer skills (including MS Word, Word Perfect, Excel, Internet, Email, Outlook);
- Clean criminal record check (Vulnerable Sector) prior to employment;
- A valid Class G Driver's License and use of privately owned vehicle with valid insurance policy with a minimum million-dollar liability. Please note that this position requires travel.

Summary of Duties & Responsibilities:

Intake Worker duties:

- Answers all incoming calls promptly and professionally.
- Obtains all relevant information from client; books/schedules appointments;
- Develop and implement a filing system for all Band Representative Notifications;
- Collects and enters all Intake information into database;
- Provides initial assessment and screening of individuals requesting services, including the assessment of individual needs and situations that warrant fast tracking;
- Provides referral information for other community resources/services as appropriate;
- Responds to all incoming Band Representative Notifications in a timely fashion;
- Assists in inputting all closing/inactive file information into appropriate files;
- Work alongside the band representative office in delivery of programs and services

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- participates in meetings/training as required, organization, planning, community presentations and outreach as directed by band rep lead
- Maintains intake availability of Band Representative staff; assigns cases based on priority and availability;
- Provides specific screening for history of and/or current involvement with child protection, court involvement and information related to mandates services;
- Responsible to determine status, eligibility for services;
- Liaises with other community agencies/ professionals to develop and maintain referral sources;
- Performing other related duties as may be required and assigned

Receptionist duties:

- Welcoming and directing visitors, by greeting them in person or on the telephone, using discretion in providing requested information;
 - Answering general inquiries and making referrals as required;
 - Answering all incoming phone calls and transferring to appropriate staff or taking messages as required;
 - Maintaining a safe and clean reception area and maintaining office equipment;
 - Receiving, sorting and distributing all incoming and outgoing mail to the appropriate personnel;
 - Monitoring fax machine for incoming faxes and sends outgoing faxes as needed;
 - Ensuring office is locked up before leaving for the day;
 - Maintaining an information bulletin board;
 - Being aware of location of staff, home visits, office meetings and other events;
 - Participating in ongoing development and team activities;
- Performing other related duties as may be required and assigned.

How to apply:

Please forward a cover letter, resume and three professional references by email to

recruitment@picriver.com

-Or-

Joni Michano – Human Resources / Payroll Coordinator
 Biigtigong Nishnaabeg, P.O. Box 93, Heron Bay, Ontario POT 1R0

Incomplete applications WILL NOT be considered & WILL automatically be screened out.