



Position: Intake/Receptionist Worker

Salary: TBD

Hours of Work: 32 hrs/week

Accountability: Child & Family Services Manager

Employment Status: 2 years contract

Preferences: MFN Band Members

The Intake/Receptionist will perform the following duties:

- Obtains all relevant information from client; books/schedules appointments.
- Develop and implement a filing system for all Band Representatives;
- 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.
- 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;
- Liaises with other community agencies/ professionals to develop and maintain referral sources;
- Welcoming and directing visitors, by greeting them in person or on the telephone, using discretion
- Answering all incoming phone calls and transferring to appropriate staff or taking messages as required;
- Receiving, sorting and distributing all incoming and outgoing mail to the appropriate personnel.
- Monitoring fax machine for incoming faxes and sending 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.
- Performing other related duties as may be required and assigned.

The Intake/Receptionist Worker will possess the following qualifications, skills, experiences, and attributes:

- A College Diploma in Social Services, Secretarial or Administrative related field and/or two (2) years clerical experience in social services and with a strong administrative background.
- Must provide clear Vulnerable Reference Check from the Canadian Police Information Center (CPIC).
- Knowledge of Occupational Health and Safety Act, as it applies to the worker.
- Knowledge of the Workplace Hazardous Materials Information System.
- Knowledge and sensitive to cultural practices and traditions in the workplace, i.e., smudging.
- Be honest, respectful and trustworthy. Budgeting skills.
- Must possess demonstrated skills in computer programs, databases and applications for document sharing, power point presentations, e-communication, social media, etc.
- Ability to handle stressful situations; strong organizational, time management skills.
- Ability to take initiative and work independently; ability to meet deadlines and work flexible hours.
- Effective verbal and communication skills; ability to work with little or no supervision.

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview. Please note that all interviews will be in person. If you are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation
Attention: Human Resources Department
P.O. Box 1299 Blind River, Ontario P0R1B0
Marked: **CONFIDENTIAL**

EMAIL: hrclerk@mississaugi.com **FAX:** 705-356-1740

Deadline: May 29, 2025

Thank you to all applicants; however, only those selected for an interview will be contacted.

WALKING IN BALANCE

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.