



Sandy Bay Child & Family Services Inc.

invites applicants for a
Receptionist/File Clerk Position – Brandon Suboffice
1 Fulltime Position

Sandy Bay Child & Family Services Inc. is a mandated agency by the Southern First Nations Network of Care Child and Family Services Authority. The agency operates with the authority to provide child and family services to community members of Sandy Bay First Nation both on- and off-reserve.

Duties and Responsibilities:

- Providing administrative and clerical services. Providing these services in an effective and efficient manner.
- Answering telephone, taking messages, and directing individuals to the appropriate area of delivery service.
- Greeting the public; receives/screens visitors; assists visitors courteously and promptly; directs visitors as appropriate.
- Processing daily mail; sort, process, and route incoming mail; maintain a log of all incoming and outgoing mail.
- CFSIS and data entry.
- Maintain and update filing; label, copy, and retrieve documents.
- Maintains confidentiality of all information.
- Perform other clerical duties as assigned.

Qualifications:

- Successful completion of Grade 12 supplemented by a two-year office administration diploma or equivalent combination of education and experience.
- Proficiency in Microsoft Office Programs.
- Knowledge of the Child and Family Services Information System would be an asset.
- Integrity, discretion, and respect for confidentiality and privacy.
- Excellent communication and interpersonal skills.
- Excellent organizational and problem-solving skills.
- A valid Province of MB Class 5 Driver's License and access to personal vehicle.
- Knowledge and understanding of First Nations traditional values and beliefs.
- The ability to speak and/or understand the Ojibway language is considered an asset.
- Must pass a Vulnerable Sector Search, Prior Contact Check, and Child Abuse Registry Check.

Please submit a cover letter and resume, with three (3) references, one being most recent supervisor to:

Sandy Bay Child & Family Services Inc.
Attn: Human Resources
Box 105, Marius, MB R0H 0T0
Email: h.r@sbcfs.org

Closing Date: January 27, 2023

We thank all applicants, but only those selected for an interview will be contacted.

Preference will be awarded to Canadian Citizens, First Nations, Métis, or Inuit candidates meeting the position requirements. All indigenous applicants are asked to self-declare within their cover letter.