



RECEPTIONIST – 175-24-4
Child & Youth, Wellbeing
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **January 8, 2025**, for the **Receptionist** with **Child & Youth, Wellbeing**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyperhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Receptionist** reports to and receives direct supervision from the Program Supervisor, Child and Youth Health, Health Services, Six Nations of the Grand River Elected Council.

PURPOSE AND SCOPE OF THE POSITION:

The Child and Youth Health receptionist supports in creating a welcoming environment for clients and community accessing the Child and Youth Health Department. They provide this service by greeting and directing them appropriately. Support includes implementation and maintenance of processes that facilitate program delivery while working within the administrative policies and procedures established for Six Nations Health Services.

Type	Full Time
Closing Date	January 8, 2025
Hours of Work	35hrs./week
Wage	\$44,000/year

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

Minimum Requirements:

- High School Graduate
- Proficient with Microsoft Office Word and Excel
- Strong organizational and time management skills.
- Strong interpersonal, verbal, and written communication skills.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

- Understands the importance of confidentiality. Ability to work with tact and discretion.
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture.

Other Related Skills:

- Familiar with the Six Nations Community and services available in the area
- Relate effectively with people of all ages and their families/caregivers with strong customer service skills
- Strong organizational skills and, able to work independently and work cooperatively with other service providers.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Sydney Lewis, Human Resources Business Partner at 519-445-2223 ext. 5755 or via email at hrrbp4@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Receptionist – Full Time – 175-24-4
 c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69, 16 Sunrise Court
 Ohsweken, Ontario N0A 1M0



SIX NATIONS OF THE GRAND RIVER

POSITION DESCRIPTION

POSITION TITLE: Receptionist

REPORTING RELATIONSHIP:

Reports to and receives direct supervision from the Program Supervisor, Child and Youth Health, Health Services, Six Nations of the Grand River Elected Council.

PURPOSE AND SCOPE OF THE POSITION:

The Child and Youth Health receptionist supports in creating a welcoming environment for clients and community accessing the Child and Youth Health Department. They provide this service by greeting and directing them appropriately. Support includes implementation and maintenance of processes that facilitate program delivery while working within the administrative policies and procedures established for Six Nations Health Services.

KEY DUTIES AND RESPONSIBILITIES:

1. Technical Functions:

- Welcomes clients and community by greeting them, in person or on the phone and answering general program inquiries and taking messages for employees
- Provides information on accessing services for new and existing clients; gives direction
- Takes client complaints or issues and pass them on to the appropriate parties while maintaining supportive customer service
- Provides support to Child and Youth Health Administrative Team
- Complies with established safety precautions and standards, infection control procedures for waiting area

2. Communications Functions:

- Attends staff meetings and prepares the agendas and takes minutes
- Employs appropriate communication skills when interacting with other staff
- Follows procedures for reporting hazardous conditions, equipment and incidents
- Ensures privacy is maintained in accordance with relevant regulations
- Communicates regularly with the Program Supervisor

3. Administrative Functions:

- Type and distributes correspondence, minutes, letters and briefing notes as required
- Maintains schedules and coordinates meetings
- Maintains filing and organization of administrative paperwork i.e. briefing notes, financial reports, letters, manuals, etc.
- Manages orders for supplies and equipment
 - o Tracks materials, supplies and equipment orders pending and completed
 - o Maintains and ensures orders for office supplies and program materials are completed monthly
 - o Ensures orders are completed in a timely fashion and maintain records of accounts

4. Other Functions:

- Performs other job related duties as may reasonably be required by the Program Supervisor
- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.

WORKING CONDITIONS:

Working has a high profile, extensive public contact and is subject to deadlines and interruptions.

Work may at times be subject to unscheduled hours and out of office sessions.

WORKING RELATIONSHIPS:

With the Program Supervisor

Receives direction, guidance, encouragement; discusses plans and priorities.

With Other Staff

Promotes courtesy, co-operation and, teamwork with all staff.

With External Agencies

Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

With the Public

Represents and promotes Six Nations interests relative to Health Services; works in a courteous, co-operative positive and proactive manner, provides information and advice.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- High School Graduate
- Proficient with Microsoft Office Word and Excel
- Strong organizational and time management skills.
- Strong interpersonal, verbal, and written communication skills.
- Understands the importance of confidentiality. Ability to work with tact and discretion.
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture.

Other Related Skills:

- Familiar with the Six Nations Community and services available in the area
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IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Health Committee, Six Nations of the Grand River Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations of the Grand River Elected Council. Works within the administrative policies and procedures established by the Six Nations of the Grand River Elected Council for the Health Services Department and other legislation provided by the respective government.