



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION
EMPLOYMENT OPPORTUNITY
ON CALL CASUAL – POSTING UNTIL FILLED

PROGRAM AREA:	ADMINISTRATION
POSITION TITLE:	ON CALL CASUAL RECEPTIONIST
REPORTING PROTOCOL:	REPORTS TO THE PROGRAM MANAGER

POSITION SUMMARY: The On Call Casual Receptionist will be required to assist the Administration/Health Centre department with On Call Casual Receptionist duties.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Minimum Grade 12 or an equivalent combination of education and experience in a similar or related position with a proven demonstration of skills.
- Some Post-Secondary programs related in an Administration or First Nations Studies field is an asset
- Previous Reception/Administration experience

SKILLS & ABILITIES:

- Excellent organizational and time management skills
- Experience answering/transferring calls
- Experience working with Clients/Community Members
- Time Management, Multi-Tasking, and Team Work skills
- Driver's License and dependable vehicle

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates
- Applicants must consent to a full background check upon hiring.

**PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES
BY UNTIL POSITION IS FILLED**

ATTN: Wyonna Bressette HR Assistant – On Call Casual Receptionist
Email to: human.resources@kettlepoint.org
Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1
Fax to: 519-786-2108

*For a full Job Description email the HR Assistant at: human.resources@kettlepoint.org
Interviews will be scheduled shortly after the closing date.*

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED.
AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL
CONFIRMATION OF EMPLOYMENT.