



Employment Opportunity

Ontario Works Receptionist/Clerk

Department: Social Services - Ontario Works
Posting Date: July 28th, 2023
Location: Nipissing First Nation, ON
Schedule: Standard Work Week – 35 hrs.
Job type: Full-Time/Permanent
Vacancies: 1
Reports To: Manager, Ontario Works
Starting Salary: \$39,967.20

We are seeking a highly organized and proactive individual to join our team as an Ontario Works Clerk/Receptionist. As the appointed Receptionist/Clerk for Ontario Works, you will be responsible for providing exceptional reception and visitor information services, as well as a range of clerical and administrative support to the First Nation Ontario Works processes. This role plays a crucial part in maintaining the smooth functioning of our organization in alignment with established administrative policies and procedures directed by the Ontario Works Manager.

What you'll do in the role

- Greeting visitors to the office and directing them to the appropriate staff.
- Responsible for answering and directing all incoming calls.
- Maintain an awareness of the events and services offered at the Nipissing First Nation.
- Maintain and distribute on request visitor/member information materials and brochures.
- Maintain the bulletin board with current information and events.
- Provides secretarial, clerical, and administrative services such as typing, photocopying, sending, and receiving fax and courier messages and parcels.
- Logs and routes department mail.
- Ordering and monitoring office supplies.
- Maintains awareness of staff whereabouts daily.
- Assists clients with resume writing, job searching and interview preparation.
- Assists the Ontario Works Caseworker with organizing and setup of training and workshops for employee assistance activities.
- Responsible for publishing a monthly calendar and newsletter focusing on community awareness and planning Ontario Works events and activities.
- Perform other duties as assigned.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance.



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- Casual dress
- Better than average vacation and leave packages.

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe.
- Must have graduation from a program in secretarial services/ office administration.
- Must have secretarial and clerical skills and good knowledge of office practice – 1-year experience.
- Excellent public relations skills, including an appreciation of the need for tact, discretion, confidentiality, and a positive, cheerful and informed approach with the public.
- Must possess a high level of computer and word processing skills.
- Must possess a high level of sensitivity to Native issues.
- Must display initiative, strong interpersonal skills and a high level of organization skills.

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing August 11th, 2023 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing August 18th, 2023 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing August 25th, 2023 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.



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Are you a member of NFN? If so, please read below:

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *Nipissing First Nation members are encouraged to apply to all rounds of employment postings.*
- ✓ *As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.*

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.