



Employment Opportunity

Program Support, Receptionist

Department:	Health Services
Posting Date:	September 26, 2025
Location:	Nipissing First Nation
Schedule:	Full Time/ 35hrs per week
Job type:	Permanent
Vacancies:	One (1)
Reports To:	Supervisor, Health Services Operations
Salary Wage:	\$40,258.40 – \$53,125.80

Nipissing First Nation is seeking a highly organized and detail-oriented **Receptionist** to join our Health Services team to provide administrative support to our team and community members.

This role ensures smooth office operations by managing reception duties, organizing confidential files, supporting program reporting, and coordinating communication with both NFN staff and external organizations.

What You'll Do in the Role

- Receives clients, visitors and staff at the reception area and direct as appropriate
- Notify health department staff of client or visitor presenting at reception
- Responsible for answering and directing all incoming calls
- Records and relays messages and relay as required
- Responds to telephone and in-person inquiries by providing information or directing the person to the appropriate staff
- Ensures main voicemail reflects office closings, as well as posting office closed signs
- Record and send staff absence notices to employee supervisors in the health department and to NFN Human Resources
- Provide clerical support services such as typing correspondences, documents , reports, minutes, photocopying, scanning, faxing and assisting with mail-outs
- Record registration information for programs or events, as required
- Sign for receipt of parcels and packages on behalf of the health department checking to ensure they are intended for the health department
- Check reception mail bin and process items
- Prepare building notices such as door signs during office closures
- Ensure general form files are current and copies available for staff to access
- Seek, collect, create information for digital board



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- Check availability and/or book work vehicles or health centre meeting rooms for both internal and external requests
 - Coordinate coverage for position in advance of scheduled work leaves and provide notice to health staff
 - Support other clerical and special project requirements as required
 - Ensure reception, lobby areas are tidy and welcoming
 - Refer to the Nipissing First Nation Medical Transportation Policy and Procedural Manual as required
 - Receive and process calls from community members requesting local medical transportation services
 - Refer calls or inquiries out of scope for the booking of local medical transportation services to the Non Insured Health Benefits Coordinator
 - Complete bookings for local medical transportation services for eligible clients by recording necessary information to the client booking document
 - Revise client medical transportation booking document for cancellations received in advance of printing of the driver's schedules
 - Review completed medical transportation schedules for drivers and arrange taxi services for clients as required
 - Advise medical transportation drivers of any changes to their printed schedules
 - Give medical transportation schedules to the Medical Transportation Drivers
 - Complete and submit administrative reports (leave forms, activity logs/calendars, monthly reports) in a timely manner
 - Make reasonable efforts to maintain in good order the property of NFN Health Services
 - Notify Health Director or designate of any occurrence involving person or property and follow reporting protocols
 - Participate constructively as a team member in staff meetings, seminars and training sessions as required
 - Participate in a performance appraisal and/or employee feedback process
 - Complete any other job-related duties as may be assigned by the Health Services Operation Supervisor or Manager of Community Health, Wellness and Benefits or designate.
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♥ ♥ Reasons to Join Nipissing First Nation (*unchanged for every posting*)

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities



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Vacation Time:

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

Additional Leave:

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

What You Bring to the Table

- Must have Highschool Diploma
- Office Administration Diploma is preferred but not required
- Must have a minimum of 2 years' experience in an office setting with a high level of clerical skills
- A valid Ontario Class "G" Driver's License and access to a reliable personal insure vehicle
- A recent (within 3 months) Criminal/Police Records Check and Vulnerable Persons Check
- Knowledge of Indigenous culture and language is an asset
- Knowledge of First Nation health issues and priorities
- Proficient in Office 365 applications including MS Word, Excel and Outlook at an intermediate level
- Good working knowledge of Canva
- Ability to operate telephone, photocopy, fax and scanning equipment
- Ability to work effectively and liaise with other agencies within and outside the organization
- Ability work in a manner respectful of First Nations culture, values and beliefs
- Ability to protect the personal health information of clients and maintain a high degree of confidentiality
- Ability to act professionally and work with minimal supervision
- Ability to work as a multi-disciplinary team member
- Ability to work flexible hours
- Excellent written and verbal communication skills
- Excellent interpersonal skills, problem-solving abilities and conflict resolution skills
- Excellent time management, organizational and administrative skills

Application Deadlines and How to Apply

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.



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Round 1 – Closing October 10, 2025,

Only open to registered Nipissing First Nation members.

(Round 1 applicants will be considered at this stage.)

Round 2 – Closing October 17, 2025,

Only open to spouses and children of registered NFN members and registered members of other First Nations.

(Round 2 applicants will be considered at this stage.)

Round 3 – Closing October 24, 2025,

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

✉ resumes@nfn.ca

🕒 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**

Are You a Member of NFN?

Nipissing First Nation is deeply committed to the training, development, and employment of our members. ***We strongly encourage NFN members to apply,*** even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per **Section 24(1)(a)** of the *Ontario Human Rights Code*, **preference will be given to First Nation applicants.**

***Miigwech to all applicants for your interest.
Only those selected for an interview will be contacted.***