



## **Dufferin Child & Family Services**

**child and youth mental health • child protection • developmental support**

Dufferin Child and Family Services is a multi-service agency providing Child and Youth Mental Health, Child Protection, and Developmental Support.

The agency currently requires:

### **1- Summer Student Receptionist - June – August 29, 2025**

**You** are seeking:

- An opportunity to provide a professional, welcoming, and friendly atmosphere for those attending or calling our agency.
- A role that supports the organization through ensuring the reception area is maintained in a welcoming state, with confidentiality and professionalism consistently demonstrated.
- A challenging role that offers flexibility, learning opportunities and work within a multi-disciplinary team.

**We** are seeking an individual who:

- Greets all individuals attending DCAFS in a professional and welcoming manner, connecting them with the person they are meeting with.
- Answers all phone calls in a professional manner and directs callers appropriately; Monitors and reviews the General Voice Mailbox and directs messages accordingly.
- Monitors onsite staff via trace software; Maintains record of signed out visitor FOBs.
- Distributes incoming and outgoing mail; Directs faxes and electronic communication to the appropriate recipient in a timely manner.
- Ensures agency waiting room and interview rooms are maintained in a tidy fashion; Attends to children who may be seated unsupervised in the waiting room.
- Maintains confidentiality of all client information in accordance with agency policy and procedures.
- An awareness of key collaborative services and their referral processes.
- Performs all duties within the framework of our agency values and an anti-oppressive approach.
- Other duties, relevant to the position, shall be assigned as required.

### **Qualifications**

- Between 18 and 30 years of age (inclusive at the start of employment).
- A student in a post-secondary, vocational, or technical program, or university.
- Registered as a full-time student during the preceding academic year.
- Returning to school on a full-time basis during the next academic year.

- Ability to work independently and within teams
- Exceptional interpersonal skills
- Advanced skills in Microsoft Office Suite and/or Office 365, Adobe Pro, and Adobe Illustrator
- Experience and ability to comprehend new software database programs quickly (e.g., Caseworks, CPIN, PassportOne, Survey Monkey, Constant Contact, Webs/Vista Print Web pages, etc.)
- Personal values aligned with the agency's mission, vision and values
- Strong organizational and time management skills; demonstrated ability to multi-task with ease
- Pleasant, calm and professional mannerisms with comfort in handling sensitive information and situations.

If you are interested in this job opportunity, please apply by email on or before **Monday June 2, 2025**, to [hr@dcafs.on.ca](mailto:hr@dcafs.on.ca) **quoting reference number 2025-010**.

As an employer committed to employment equity and accessibility for persons with disabilities, we encourage applications from members of equity-seeking communities including racialized and Indigenous persons, persons with disabilities, women, and persons of all sexual orientations and gender identities/expressions. Our hiring framework is founded in equity, truth and reconciliation, anti-black racism, and anti-oppressive practices.

DCAFS is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act**.

DCAFS requires all employees, contractors, students, and volunteers to be fully vaccinated against COVID-19, absent of a valid medical exemption.

Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting the department at (519) 941-1530 and Human Resources will strive to provide reasonable and appropriate accommodation for all applicants during the recruitment and selection process, which will ensure the process, is conducted in a fair and equitable manner.

**Thank you for your interest; however, only those selected for an interview will be contacted.**

**Role Location:** 655 Riddell Rd, Orangeville, On-Site

**Reports to:** Manager, Admin Services

**Hours of Work:** 35 hours per week; 5 X per week

**Job Grade:** \$17.50 per hour