



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

The agency currently requires:

1- Permanent Part Time, Receptionist

The Receptionist role is pivotal in our organization, providing a professional, welcoming, and friendly atmosphere for those attending or calling our agency. Reporting to the Executive Assistant, the Part time Receptionist is responsible for the initial response a person receives when they call or attend in person to our agency. As such, they are also responsible for ensuring the reception area is maintained in a welcoming state, including that confidentiality and professionalism is consistently demonstrated.

Duties:

- Greets all individuals attending our office in a professional and welcoming manner and connects them with the person they are meetings with.
- Answers all phone calls in a professional and welcoming manner and directs callers appropriately.
- Acts with sensitivity and attentiveness in regard to client well-being and confidentiality.
- Directs all faxes and electronic communication to the appropriate recipient in a timely manner.
- Coordinates volunteer drives.
- Maintains the reception and waiting areas in a tidy and welcoming state.
- Takes responsibility for mail distribution and Purolator arrangements.
- Other administrative functions as required.
- Carries out all duties within the framework of our agency values and an anti-oppressive approach.

Qualifications:

- Exceptionally well-honed and demonstrated interpersonal skills.
- Strong proficiency in the Microsoft suite and demonstrated ability to easily adapt to new software.
- College level administrative program.
- Personal values aligned with the agency's mission, vision, and values.
- Strong organizational and time management skills; demonstrated ability to multi-task with ease.
- Excels working independently and within a team.
- 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 July 4th, 2022 to hr@dcafs.on.ca quoting reference number **2022-027**

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: Orangeville, Ontario

Hours of Work: 22.5 hrs per week. Wednesday/Thursday/ Friday

Reports to: Executive Assistant

Job Grade: 11