



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 Lead of Administration and Process Planning, 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 responsible for ensuring the reception area is maintained and that confidentiality and professionalism are consistently demonstrated

**Duties:**

- Greet all individuals attending DCAFS in a professional and welcoming manner, and connect them with the person they are meeting with
- Answer all phone calls in a professional manner and direct callers appropriately.
- Perform duties with sensitivity and attentiveness regarding client well-being and confidentiality
- Direct all faxes and electronic communication to the appropriate recipient in a timely manner
- Arrange all requests for Volunteer Drivers and ensure an accurate schedule with volunteer drivers
- Ensure agency waiting room and interview rooms are maintained in a tidy fashion
- Distribute incoming and outgoing mail; completion of Priority Post and Purolator arrangements; ensure adequate postage in postage meter at all times
- Perform 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:**

- Exceptional inter-personal 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., Survey Monkey, Webs/Vista Print Web pages, etc.)
- OSSD or College diploma in Business/Administration
- Two (2) years of related experience
- Personal values aligned with the agency's mission, vision, and values.

- Strong organizational and time management skills; demonstrated ability to multi-task with ease.
- Ability to work independently and within teams
- 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 January 30, 2023 to [hr@dcafs.on.ca](mailto:hr@dcafs.on.ca) **quoting reference number 2023-005**

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:** Lead, Administration and Process Planning

**Job Grade:** 11