



Kainaiwa Children's Services Corporation
P.O. Box 120 Standoff, AB T0L 1Y0
Telephone (403) 737-2900 Fax (403) 737-3299
Toll Free: 1-800-527-8627

JOB DESCRIPTION

POSITION: SECRETARY/RECEPTIONIST	
Reports to: Residential Services Manager	Page 1 of 3
Department: Residential Services	Drafted: August 15, 2000
Location: Kainaiwa Adolescent Treatment Center	Approved: August 15, 2000

JOB FUNCTIONS:

Under the direct supervision of the Residential Services Manager, performs the general secretarial and receptionist functions of the department; responsible for the booking of all appointments; processing all incoming telephone calls; channeling all incoming clients and visitors to the respective Resource Centre (Administration, Child Welfare and Youth); receives and processes incoming and outgoing mail and facsimiles; maintains schedule of staff activities and performs other related duties as assigned by the Director and Board from time to time.

QUALIFICATIONS:

- ▶ Administrative Assistant Diploma or an Office Assistant Certificate with one year experience; or Grade Twelve (12) with three years related experience.
- ▶ Ability to operate a switchboard and a computer.
- ▶ Must speak and understand the Blackfoot Language.
- ▶ Possess excellent written and oral communication skills.
- ▶ A valid Driver's License and a vehicle.
- ▶ Confidentiality is a necessity.

POSITIONS SUPERVISED:

NONE



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3. Responsible for the filing systems of the department by:
 - ✓ a) Developing and maintaining the filing systems of the different programs within the department;
 - ✓ b) Filing all of the Director's correspondence as directed;
 - ✓ c) Filing all outgoing correspondence in a manner that will be readily accessible when required.

4. Receive and process all incoming mail and facsimiles by:
 - ✓ a) Sorting and delivering mail and facsimiles to appropriate individuals within the department;
 - ✓ b) Mailing and faxing outgoing correspondence, especially for the Director, due to confidentiality.

5. ✓ Performs other related duties as specifically assigned.

6. ✓ Maintains cooperative working relationships with other staff members.