



Receptionist – Health & Social Services

PERMANENT FULL TIME (1 yr Contract)

Reporting to the Health & Social Services Manager

Health & Social Services

**1-YEAR CONTRACT
FULL-TIME @ 35 HOURS
PER WEEK**

Normal Work Hours:

Monday – Thursday:
8:15am to 4:30pm
&
Friday:
8:15am to 1:15pm

Salary:

Start Rate - **\$21.80 to
\$23.63 per hour***

*While Alderville First
Nation Salary Grid will
apply – **start rate will be
commensurate with
experience.**

Benefits:

- ☑ Vacation Pay with each Pay.
- ☑ Paid time off over Holiday Shutdown!
- ☑ 14 Statutory Holidays!
- ☑ Paid Sick Leave!

JOB SUMMARY:

The Receptionist is responsible for delivering a range of front-desk and administrative support services that ensure the smooth operation of the Health & Social Services Department. This role plays a key part in maintaining a welcoming environment and facilitating communication between members, staff, and visiting professionals.

KEY JOB FUNCTIONS:

- Operates a multi-line telephone system, managing all inbound calls with professionalism and efficiency.
- Greets and directs visitors in a courteous, respectful, and timely manner.
- Coordinates with the Medical Office Assistant to schedule appointments for clinics with visiting health professionals and follows up with members as needed.
- Assists members with the preparation and submission of Non-Insured Health Benefits (NIHB) claims.
- Provides general clerical support to program staff, including preparation for clinics and health initiatives.
- Coordinates event bookings in collaboration with Program Coordinators and maintain community registration lists.
- Supports Medical Transportation services, including appointment scheduling, data entry, and coordination of back-up drivers.
- Assists with preparing content for the monthly community newsletter and other communications, such as memos, posters, and notices, to keep staff and community members informed.
- Assists with maintaining confidential filing systems, organizing departmental correspondence, and recording minutes of monthly staff meetings.
- Manages outgoing mail and coordinates bookings for the boardroom.

MINIMUM QUALIFICATIONS:

Minimum schooling:

- Grade 12 or equivalent experience plus 1-year related work experience.

Considered an asset:

- Office Administrative Certificate
- Knowledge of Alderville First Nation community, traditions, teachings, culture, protocols, and practices.

Minimum Requirements:

- CPR and First Aid, and AED; ongoing renewal as required to maintain current certification.
- Criminal Reference checks and Vulnerable Sector Search, if applicable, are required if employment is offered.
- Must have valid class 'G' Ontario Driver's License, \$1M liability insurance and access to reliable transportation.

PREFERRED EXPERIENCE:

- Ability to work independently and as part of a multi-disciplinary team.
- Excellent oral/written communication and interpersonal skills.
- Strong computer experience in MS Word, Excel, Publisher.
- Strong attention to detail, accuracy, and organizational skills.
- Ability to prioritize, multi-task and organize work effectively and under pressure.
- Ability to follow direction and maintain confidentiality.
- Work experience with a First Nation or Indigenous Organization.
- Experience and/or training in Privacy Legislation.
- Experience with finance is an asset.

**** For full job description, contact Human Resources****

DEADLINE TO APPLY: *Friday, August 11th, 2026.*

HOW TO APPLY: Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

HOW TO CONTACT: Human Resources Recruitment
Phone: 905-352-2011 ext. 254
Email: humanresources@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted. **AFN does not utilize AI to screen candidates.**

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief & Council retain the right to make the final decision on the selection of the successful candidate.