



VANCOUVER ABORIGINAL CHILD & FAMILY SERVICES SOCIETY

JOB POSTING

Position:	Front Desk Administrative Assistant
Status:	Full-time, Term until March 31, 2023
Hours of work:	8:30am to 4:30pm Monday to Friday
Department:	Child Protection
Location:	2020 Yukon Street, Vancouver BC
Classification:	Grid 9 – Delegated Programs
Salary:	\$1,677.27 - \$1,891.86 bi-weekly

At VACFSS, we ensure that the rights, safety, well-being and spirit of Aboriginal children and families are upheld, honoured and protected. We strive to eliminate oppression, discrimination and marginalization within our community. We acknowledge and honour the inherent wisdom, capacity and resourcefulness of our community in designing programs and services to care for our own children and families. Accordingly, we are dedicated to planning, developing, and implementing creative and innovative Aboriginal programs and services in collaboration with members of our community and other agencies.

- Join an Agency that strives to provide services to strengthen Indigenous families culturally and spiritually!
- Receive a competitive salary of \$43,758.82 to \$49,357.30 per year PLUS a comprehensive benefits package!
- Take on a challenging role that provides membership in the Public Service Pension Plan!

JOB SUMMARY:

Reporting to the Office Manager/ Supervisor of Administrative Services, the role of the Child Protection Receptionist is to provide dedicated front desk reception duties by greeting visitors in person or on the telephone and directing to the person needed. Helping staff with administration support by organizing couriers, security, meeting rooms, meeting room maintenance and other related duties as required. This position will assist with administrative duties as assigned by supervisor that are consistent with the education and experience.

A complete position profile will be provided to candidates at the time of interview.

QUALIFICATIONS:

Education, Training and Experience:

- A certificate in an administrative program; and
- Three years' experience working in an office setting.
- An equivalent combination of education and experience may be considered.
- Knowledge of various filing systems and maintenance.
- Knowledge of office practices and procedures.

Job Skills and Abilities:

- Proven work experience as a Front Desk Administrative Assistant or similar role in a fast pace stressful work environment.
- Ability to engage with emotionally heightened clients or clients facing stressful situations.
- Hands on experience with office equipment (e.g. fax machines and printers).
- Proficiency in using Windows based computer applications including MS Office (Outlook, Excel, Word, and PowerPoint) and other standard computer applications and Cisco (multi-line).
- An ability to quickly learn new computer applications and programs.
- Ability to type 50 wpm keyboarding is required.



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- Ability to work effectively and cooperatively with team members, other VACFSS colleagues, and personnel of other agencies in the community.
- Ability to work with clients in a respectful and culturally-sensitive manner.
- Well-developed interpersonal skills.
- Good written and verbal communication skills.

Key Competencies:

- Relational Engagement
- Leadership
- Collaborative Planning and Decision Making
- Emotional Competency
- Resilience
- Cultural, Spiritual Expression

Note:

- This position requires Union membership.
- This position is open to applicants of all genders.
- Applications will be accepted from qualified Indigenous candidates only per Section 41 of the Human Rights Code.
- This position requires the incumbent to be available in the office and follow COVID-19 safety guidelines and protocols. Remote work is unavailable.
- Proof of COVID-19 vaccination is required for staff. VACFSS will consider its obligations to accommodate those staff who are unable to be vaccinated.

BENEFITS:

- Extended health and dental
- Group life and AD&D
- Employee and Family Assistance Program
- 100% employer-paid premiums
- 3 weeks of vacation
- Public Service Pension Plan
- Access to VACFSS' Staff Cultural Clinical Counselor, Elder
- Access to Indigenous Cultural Teachings as coordinated by the Agency
- Participating in the flex program after passing probation

APPLICATION PROCESS:

Applicants may apply by completing the Application on the Employment Opportunities webpage www.vacfss.com or by using the following link: <https://www.vacfss.com/join-us/apply-for-a-job/>. We thank all candidates for their interest; however, only those selected for an interview will be contacted.