**MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY**

**Title: MISD – Human Services Receptionist**

**Department: Montana Integrated Services Department Closes: UNTIL SUITABLE CANDIDATE IS FOUND**

**Montana First Nation, Maskwacis Alberta**

Montana First Nation is seeking a highly motivated individual to work as the Montana Integrated Services Department of Human and Health Services (MISD) *Human Services Receptionist*. Reporting directly to the MISD Integrated Human Services Manager, the MISD Human Services Receptionist has the overall responsibility of assisting the MISD team in the service and delivery of programming, and administration services, ensuring control and accountability while maintaining strict compliance to Montana First Nation policies and procedures and other duties as assigned by the MISD Integrated Human Services Manager.

**Duties and Responsibilities:**

* Must welcome and greet clients, visitors and staff politely and direct to the appropriate staff member (s)
* Must assist with clerical duties such as frontline reception, answering phone, fax, telephone inquiries, email, scanning, copying, filing client information, mail distribution, data entry, updating information for MISD services and programming and sending correspondence to staff on behalf of the MISD Integrated Human Services Manager.
* Must learn and understand all policy areas of MISD and know and understand the program

requirements as it relates to MISD and program delivery

* Must work closely with the MISD Integrated Human Services Manager creating, supporting and

maintaining services and programs under the MISD umbrella

* Must ensure proper procedures and protocols are adhered to as it relates to MISD program

services

* Must be able to utilize all internal and external resources to enhance MISD service delivery

as it relates to the reception area of MISD

* Create and maintain good relationships with all stakeholders
* Any other related duties as assigned by the MISD Integrated Human Services Manager

**Qualifications and Requirements:**

* Must possess Grade 12 Diploma or GED Equivalent with 2 years working experience with a First Nation
* College or other post-secondary training in the Social Science field or Business Management is preferred
* Minimum of 1 (one) to 2 (two) years’ experience in the field of Social Services, Humanities, Business training or development is preferred
* Must be proficient with the use of computers, including Microsoft Office Suite (Word, Excel, PowerPoint, email, etc.), and internet usage
* Valid 5 Class Driver's license and reliable transportation
* Must maintain regular consistent and professional attendance, punctuality, personal appearance,

and adherence to relevant health and safety procedures

* Ability to work independently
* Must have excellent multi-tasking skills
* Must have excellent verbal, written and communication skills
* Good organizational, time management and prioritizing skills
* Knowledge of the use of common office business machines and procedures
* Knowledge of the Cree language and culture is an asset
* Must maintain strict confidentiality and willingness to sign and abide by Oath of Confidentiality.

Please send your **Cover Letter**, **Resume,** **Criminal Record Check, Child Welfare Check**, and **3 Employment References** to:

HR Generalist – Montana First Nation PO Box 70, Maskwacis AB, T0C 1N0 Phone:780-585-3744 ext.247 Fax:780-585-3264 Email: [ryanpotts@montanafirstnation.com](mailto:ryanpotts@montanafirstnation.com)

Montana First Nation thanks all interested applicants, but only those selected that meet the necessary criteria, will be contacted for an interview. Please provide all documents. The successful applicant will be required to submit a photocopy of Driver’s License and all documents of proof of Education. Thank you!