



Hay River Health & Social Services Authority | Administration des services de  
santé et des services sociaux de Hay River  
37911 MacKenzie Highway | 37911, route MacKenzie  
Hay River, NT X0E 0R6

## Social Services Receptionist Full-time Indeterminate

### Job Summary:

This position reports to the Clinical Supervisor, Child & Family Services. The incumbent provides administrative support to the Supervisor, and 4.0 full-time equivalent Community Social Services staff and to staff in other programs as required or as time permits. The incumbent organizes and maintains a filing system for the Child Protection Program, which includes filing various reports, case histories, case notes and court documents. Typically, this person may receive and direct 15 clients and up to 50 calls a day.

### Job Qualifications:

- Computer literacy skills and the ability to use a word processor, e-mail, and various data base, spreadsheet, graphics or publishing software packages are required.
- A knowledge of standard office practices, filing systems, Social Service terminology, communication formats and English grammar and punctuation is essential.
- The incumbent requires the ability to deal pleasantly and effectively with people of different ages and cultures, in potentially confrontational, aggressive, volatile, and emotionally charged situations.
- The ability to effectively organize and prioritize own workload in consultation with Manager is essential.
- Ability to assume responsibility without direct supervision, ability to exercise initiative and judgment.
- Ability to communicate effectively both orally and in writing.
- Organizational skills in managing heavy caseloads.

The forgoing knowledge, abilities and skills would most commonly be acquired through completion of a one year post-secondary secretarial course, various computer courses in word processing and e-mail, along with 2 years' experience in a busy, client-centered, service oriented office environment. Please note job description is currently under review.

**Salary:** \$31.16 to 37.20 per hour (Range 8)  
**Position Status:** Full-time Indeterminate  
**Competition #:** 001-19  
**Closing Date:** April 16, 2019

Internal

In addition to an attractive salary, we offer a Northern Allowance of \$2.86 per hour up to \$5,571 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

**Interested applicants may apply quoting competition number to:**

**Human Resources**  
**Hay River Health & Social Services Authority**  
**37911 Mackenzie Highway, Hay River, NT X0E 0R6**  
**Phone: (867) 874-8341 Fax: (867) 874-8345**  
[hrhssa\\_competitions@gov.nt.ca](mailto:hrhssa_competitions@gov.nt.ca)  
[www.hayriverhealth.ca](http://www.hayriverhealth.ca)

*If you would like this information in another official language, contact us at (867) 874-8111  
Si vous voulez ces informations dans une autre langue officielle, contactez-nous à (867) 874-8111*