



**Knowles Centre -Treatment Foster Care/SAIL  
Full-Time - Permanent  
Receptionist**

Knowles Centre is seeking a full time receptionist for their Treatment Foster Care and SAIL program.

**Duties:**

- Maintain a warm and welcoming environment
- Answer incoming calls, greet guests, file, fax
- Correspond with relevant external agencies
- Maintain data bases
- Assist team members with various administrative tasks as required
- Work cooperatively as a member of the administrative and treatment foster care team

**Qualifications:**

- Minimum of Grade 12 and two years of administrative experience, preferably in a social services agency
- Administrative certificate preferred
- Ability to effectively establish and maintain positive working relationships; be reliable, organized, work independently and demonstrate initiative
- Excellent communication and interpersonal skills (i.e. warm, friendly, articulate)
- Strong written skills
- Proficient computer skills
- Successful applicant will be subject to Child Abuse Registry, Prior Contact and Criminal Reference checks
- Valid Manitoba Driver's License
- First Aid/CPR/NVCI

The receptionist will enjoy space on a scenic campus with free parking. They also will enjoy an enthusiastic small team environment and excellent staff morale with opportunities to contribute to the overall development/enhancement of the program. They will receive regular supervision with the Program Coordinator. Knowles Centre offers a competitive salary and benefit package. This position is an excellent opportunity for the right candidate.

***Knowles Centre is committed to providing a safe environment for children and youth. All applicants will be thoroughly screened using background checks and a review process.***

***All applicants are required to complete an employment application form as well as submit their resume. Please find our [employment application](#) on our website.***

Send resume with cover letter by 4 p.m., **Wednesday May 5, 2021** to:

A. McKenzie, Director, Treatment Foster Care  
Knowles Centre  
2065 Henderson Hwy  
Winnipeg, MB R2G 1P7  
Fax: 204-338-9082  
Email: [amckenzie@knowlescentre.org](mailto:amckenzie@knowlescentre.org)

We thank all applicants who apply, however, only those applicants selected for an interview will be contacted.  
**Indigenous persons are strongly encouraged to apply.**