



BEHAVIOURAL HEALTH FOUNDATION

Box 250, 35 ave de la Digue

St. Norbert, MB R3V 1L6

Phone: (204) 269-3430

Fax: (204) 269-8049

Position: **Receptionist/Typist**
One (1) Full –Time Position

Hours: Monday through Friday, 8:00 am to 4:00 pm

The Behavioural Health Foundation is accepting resumes for the position of full time Receptionist/Typist.

The incumbent will deal with a variety of staff internally and a great variety of external contacts and inquiries by telephone. The candidate will be responsible for incoming telephone calls during normal working hours, logging all incoming calls on appropriate forms, distributing calls to appropriate persons and maintain client database for the program ensuring all intakes, discharges and relevant information is entered. Train BHF residents to do telephone and guest reception, ensuring that they possess the skills required to follow BHF protocols including the need to protect the confidentiality of other program members and BHF business

Qualifications:

- Grade 12 High School or equivalent.
- The candidate must be self motivated and well organized with the ability to type 60 words per minute.
- The successful candidate must possess a valid Manitoba driver's licence and reliable transportation.
- Knowledge of Indigenous heritage, culture, spirituality, customs and language will be considered an asset.
- Must have satisfactory Child Abuse Registry Check, Criminal Record Check and Driver's Abstract.

Working Conditions:

- Must be able to work in a fast paced environment.
- Must demonstrate a strong work ethic and be reliable.
- Must adhere to confidentiality when working with sensitive information.

Application Procedure:

Send resumes, letter of interest and references to Crystal Brown at crystalb@bhf.ca or fax at 204-269-8049.

Closing Date: Thursday, November 11, 2022 – Or Until Filled

We thank all applicants for their interest; however only those selected for further consideration will be contacted.