



Poundmaker's Lodge Treatment Centres
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Edmonton, AB T5G 3G4
Phone Number: (780) 458-1884
Fax Number (780) 459 1876
Toll Free Number 1(866) 458-1884
www.poundmakerslodge.ca

INTERNAL EMPLOYMENT OPPORTUNITY

Receptionist

Full Time Position

Poundmaker's Lodge requires a full time employee who will assume the responsibility as a Receptionist. This is a very busy position and the successful candidate must be able to **multitask and work in a fast paced environment** as well as maintain boundaries with our clients. The overall objective is to assist creating a professional, healthy working environment by maintaining the main reception area. The responsibilities include managing the main reception phone system; managing clients restricted items during their stay, recording and monitoring when clients leave the centre, ensuring coordination with the van driver for client rides; enforcing PLTC treatment house rules; accurate documentation; maintaining inventory within a residential treatment centre environment.

Duties and Responsibilities:

The Candidate will adhere to a weekly planning schedule, provide clear and accurate documentation, and maintain the functions of the reception area, in a professional and therapeutic environment. It is essential that the candidate be able to function in a multi-faceted environment. Furthermore, the successful candidate will be the first point of contact for the general public.

Qualification Criteria:

- 1) Grade 12 diploma and Office Administration training and/or 5 years of relevant experience;
- 2) Experience working within an Addictions Treatment Centre or Mental Health office
- 3) Work within a First Nations, Metis and Inuit environment.

Knowledge and Skills Required:

- 1) Maintaining confidentiality is essential;
- 2) Strong organizational and time management skills are essential;
- 3) Excellent verbal and written communication skills and computer literacy skills are a requirement

Other:

- 1) Valid driver's license and reliable transportation for work related duties;
- 2) Criminal Records Check Mandatory.
- 3) Demonstration of a healthy lifestyle.

Random drug testing may be administered. Posting will stay open until a suitable candidate is found. Only successful applicants will be contacted for an interview. For consideration, please submit a cover letter and resume to (no applications will be accepted without a cover letter):

Brad Cardinal
Executive Director
Brad-Cardinal@poundmaker.org