



Poundmaker's Lodge Treatment Centres  
Box 34007 Kingsway Mall Post Office  
Edmonton, AB T5G 3G4  
Phone Number: (780) 458-1884 Fax Number: (780) 459 1876  
Toll Free Number: 1(866) 458-1884  
www.poundmakerslodge.ca

---

## EMPLOYMENT OPPORTUNITY

---

### Receptionist

---

#### Casual Opportunity

Poundmaker's Lodge Treatment Centers is growing and expanding and as such, we have an position availability for an individual who will assume responsibility as Receptionist. This is a very busy position, requiring the ability to multitask and work in a fast paced environment as well as maintain boundaries with our clients. The overall objective is to assist in creating a professional, healthy working environment by maintaining the main reception area. Responsibilities will include managing the main reception phone system; managing client 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 and 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 is 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. Experience working with, or knowledge of Indigenous communities and culture will be considered an asset.

#### **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.

#### **Other:**

1. The successful candidate will require a valid Alberta Driver's license and have access to a reliable vehicle. Final candidates for this position will be asked to undergo a security screening.
2. Demonstration of a healthy lifestyle.

We appreciate your interest in working with us; however, only those applicants selected for interviews will be contacted. Interested applicants who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified

Submit applications to both Ryan Brost and Brad Cardinal, information provided below:

Brad Cardinal  
Executive Director  
Poundmaker's Lodge Treatment Centres  
Email: [brad-cardinal@poundmaker.org](mailto:brad-cardinal@poundmaker.org)  
Fax: 780-459-1876

Ryan Brost  
Human Resource Specialist  
Poundmaker's Lodge Treatment Centres  
Email: [ryan-brost@poundmaker.org](mailto:ryan-brost@poundmaker.org)  
Fax: 780-459-1876

Successful applicants may be required to undergo security clearance including:

1. Criminal record check with vulnerable sector.
2. Drivers Abstract.
3. List of three current references with phone numbers.