



**Job Posting  
Eskasoni Mental Health  
Youth Access Space  
Receptionist**

We are seeking a Receptionist for the Youth Access Space. Under the Direction of the Program Coordinator, the successful candidate will primarily be responsible to act as the first point of contact to the public and provide general information to incoming questions. Answering all incoming calls and redirecting calls as required. The Youth Access Space Receptionist will also be required to greet the public, provide direction to which services they require.

The ideal candidate will demonstrate a positive attitude, be a self-starter, self-motivated and reliable. Must be able to work in a team environment as well as the ability to work alone when required.

**Responsibilities include:**

- Act as the first point of contact to the public
- Answer phones and track calls
- Direct calls and respond to inquiries
- Assist with bookings and cancellations
- Provide daily administrative support, file, photocopy, fax as required
- Opening and closing of the building

**Requirements:**

- Secretary Diploma or equivalent work experience
- Strong organizational skills
- Experience working in an office setting
- Criminal record check
- Child Abuse registry (in Nova Scotia) check
- Knowledge of Mi'kmaq culture, communication styles and values systems
- Ability to speak Mi'kmaq an asset.

**Job Type:** Full time, Monday to Friday

**Deadline: Please forward your resume and cover letter on or before 4pm – February 17, 2023 to:**

Maxine Stevens, Human Resource Officer

Email: [jobs@eskasonihealth.ca](mailto:jobs@eskasonihealth.ca)

We thank all candidates for their interest, however, only those selected for an interview will be contacted.