



Native Alcohol & Drug Abuse Counselling Association of Nova Scotia
70 Gabriel Street, Eskasoni, Cape Breton
Nova Scotia B1W 1A6
Phone: (902) 379-2262-2267 (1-866-588-5954)
Fax: (902) 379-2412

EMPLOYMENT OPPORTUNITY
MIKMAW LODGE – Receptionist
Eskasoni, Nova Scotia

“Screening Process in Place”
“Child Abuse Registry & Police Check in Mandatory”

Salary: Based on NADACA Wage Scale and Qualifications
Full Time position

DUTIES:

Working under the direction of the Office Services Manager the receptionist will be responsible for greeting the public and residents of Mi’kmaq Lodge. Answering and directing telephone calls. Clerical duties will include office maintaining and drafting correspondence, maintenance of all general, client and personnel files; incoming and outgoing mail, and preparing reports. Required to participate in ongoing programs related to the position.

QUALIFICATIONS:

Stated below is the minimum entrance qualifications for the position, employees selected at this level will be required to take part related training courses.

1. Must show evidence of a healthy lifestyle and be actively maintaining, practicing abstinence of drugs and alcohol.
2. Must have a diploma, or certificate from a recognized post-secondary institution and have at least two years experience in a related field.
3. Must have excellent oral and written communications skills.
4. Must have the ability to provide and relate basic information to clients and public, in person and on the telephone.
5. Ability to operative multi line phone system.
6. Must have strong computer skills and working knowledge of Microsoft Word.
7. Must have ability to construct business letters and receive and answer e-mail inquiries.
8. Must have basic knowledge of filing system and ability to maintain.
9. Must have basic knowledge of general office equipment, photocopier and fax machine.
10. Ability to produce reports from provided information and work within specified time lines.
11. Must have strong decision making, multi-tasking and problem-solving skills.
12. Must have a strong desire to work in the addictions field.
13. Will be required to participate in ongoing training program, related to position.

The selection committee may exercise discretionary judgement in waiving academic requirements in lieu of combined experience and training to the position.

In accordance with the Human Rights Exemption, preference will be given to registered status Indians as defined in the Indian Act. Screening of applications in effect which includes Police background checks.

Resumes and applications of Employment will be accepted until closing time (4:00 pm)

- **ONLY SUCCESSFUL CANDIDATES WILL BE NOTIFIED**

DEADLINE: Monday, September 9, 2019

Mail/Fax or email to: Native Alcohol & Drug Abuse Counselling Association of NS
70 Gabriel Street, Eskasoni, CB, NS B1W 1A6
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Email: rgould@nadaca.ca