



Chippewas of RAMA  
First Nation

## Special Project for Registered Rama First Nation Members, Spouse/Child of Member

Position Title: **Receptionist Ontario Works**

Purpose: The purpose of this position is to obtain on the job experience/skills in the area of Receptionist at Ontario Works.

Reports To: Shannon Keetch, Welfare Administrator Supervisor

Qualifications: **Must currently be receiving Social Assistance with Rama First Nation Ontario Works Program.**

Good written & verbal communication skills,  
Computer knowledge of basic Microsoft Outlook and Office suite.  
Ability to deal with people from all walks of life.  
Ability to maintain confidentiality.

**Successful applicant must provide a recent Vulnerable Sector Screening check**

Responsibilities: Must greet all guests in a pleasant, professional and courteous manner.

Answer telephone in a courteous manner, take accurate messages and direct calls to appropriate staff.

Maintain work area to ensure confidentiality at all times.

General cleanup of reception area.

Assisting with OW programs and workshops as needed.

Assisting with inventory, stocking of food distribution shelves, and on food distribution day.

The duties and responsibilities outlined are representative but not inclusive

Remuneration: \$ 17.30 per hour, 37.5 hours per week (Contract ending March 31, 2025)

To include a three-month probation

**Please hand deliver or email cover letter & resume marked CONFIDENTIAL to:**

Charlene Benson  
Human Resource Manager  
Rama First Nation  
5884 Rama Road, Suite 200  
Rama, Ontario

L3V 6H6

Fax: (705) 325-4718

Email: [charleneb@ramafirstnation.ca](mailto:charleneb@ramafirstnation.ca)

**Applications will be received from April 9, 2024 to April 16, 2024 at 5:00 pm (1 week posting)**

**Only those applicants deemed qualified will be contacted for an interview.**

**\*\*\*Position is funding through Experience Employment Program – Indigenous Service Canada & Rama First Nation\*\*\***