



BEHAVIOURAL HEALTH FOUNDATION

35 avenue de la Digue
St. Norbert, MB R3V 1L6
Phone: (204) 269-3430
Fax: (204) 269-8049

Position	Receptionist/Typist
Department/Program	Administration Department
Employment type	Full Time, Permanent
Shift / hours	40 hours a week, 8:00 am - 4:00 pm
Salary	\$34,736 / year

ABOUT US

The Behavioural Health Foundation (BHF) is a Therapeutic Community providing long-term bed-based treatment for adults and family units experiencing issues related to substance use and co-occurring mental health concerns. Programming includes individual and group counselling and focuses on wholistic person centered wellness. Adult education, employment development and life skills are key components of supporting residents to move to healthier coping and life choices.

BHF is one of the few programs where adults can enter with their children or reunify with children not in their care while they are in the program. With dedicated childcare and K-6 education on site, the program offers healing opportunities for the whole family. The Indigenous Services at BHF offer Traditional Teachings and Ceremonies to residents and community members. Traditional healing in a trauma informed environment has strengthened many members' success in changing their lives. The Outreach team supports members working to maintain healthy choices as they transition back into their communities.

visit www.bhf.ca to learn more about our program.

JOB SUMMARY

Receptionist/Typist will deal with a variety of staff internally and a wide variety of external contacts and inquiries by telephone.

QUALITIES AND QUALIFICATIONS

- Minimum Grade 12, with the ability to type 50 words per minute and good understanding of microsoft office applications (Excel, Word, Outlook).
- Experience working in a residential treatment setting is an asset.
- Knowledge and understanding of Indigenous history, culture, practices, customs, and beliefs.
- Able to work with minimal supervision and exercise mature judgment.
- Ability to work independently and in a team environment.
- Excellent written and oral communication skills
- Must be self-motivated and well organized.
- Organizational and planning skills with related decision-making abilities

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- The successful candidate will be responsible for preparing all adult and child treatment files within three days of entry and enter into the active file system.
- The candidate will be responsible for incoming telephone calls during normal working hours, logging all incoming calls and distributing to appropriate staff members.

- The candidate will ensure all lists are updated and maintain client database for the Addiction Treatment Services Program ensuring all intakes, discharges and relevant information is entered.

CONDITIONS OF EMPLOYMENT:

- Satisfactory Criminal Record Check with vulnerable sector check and child abuse registry check (no older than three months)
- A valid driver's license with a reliable vehicle and a satisfactory drivers abstract.
- Must be legally entitled to work in Canada.
- Mental Health First Aid Certificate is considered an asset.
- Valid First Aid / CPR Certification an asset
- Must be able to work in a fast-paced environment.
- Must demonstrate a strong work ethic and be reliable.
- Maintain strict confidentiality guidelines regarding all clients, conversations, and referrals.

BENEFITS

- Fully employer paid comprehensive benefits package (Medical and Dental, Vision, AD&D, Critical Care Coverage)
- Mental health coverage, resources and support - \$2,000 per calendar year
- 5 % matched pension program
- 3 weeks' vacation to start.
- Worker's Compensation Coverage
- Training and development, including NVCI, First Aid and Cultural Competency
- On site Indigenous teachings/ceremonies (paid time off to attend)
- Free lunch, coffee, and snacks
- On site fitness facility
- Free parking on site
- Opportunities for education agreements for job related training
- Company paid dues for employment related professional designation
- Mileage reimbursement (when applicable)
- A park-like suburban setting makes coming to work a pleasure
- Casual dress

HOW TO APPLY

Applicants can express their interest by submitting a cover letter along with their resume and salary expectations to kuljeetk@bhf.ca We thank all applicants, but only those being considered for an interview will be contacted.

Behavioural Health Foundation is an equal opportunity employer that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. BHF offers competitive salaries and excellent benefits and is committed to cultivating an environment where work-life balance is valued.