

POSITION: Intake Receptionist (Bilingual)**JOB POSTING #:****DEPARTMENT:** Employment & Social Services**UNION:** 543**POSTING TYPE:** Corporate**JOB CODE:** 543551**POSTING STATUS:** Regular Full-Time**POSITION #:****# OF POSITIONS:****GRADE/CLASS:** 0.09**SHIFT WORK REQ'D:** No**SALARY RANGE:** \$22.60 to \$26.62 per hour**HOURS PER WEEK:** 33.75**DUTIES:**

To greet the public, obtain information relative to social assistance concerns and address-associated inquiries. Will verify pertinent information and complete/issue various forms. Performs clerical duties as necessary. Will provide general direction and information to clients. Must communicate with the public and fellow staff in a tactful and courteous manner. Performs Occupational Health and Safety duties as outlined in the Corporate Health and Safety program. Will perform other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one (1) year post secondary education in the social services field or Ontario Ministry of Education equivalencies;
- OR must have an Ontario Secondary School Graduation diploma or Ontario Ministry of Education Equivalency combined with 10 full years experience with the Corporation of the City of Windsor in an administrative/secretarial/clerical position with successful completion of all three levels of the Computer Technology Certificate;
- Must be fluently bilingual (French and English)
- Must have over six (6) months experience in a social services setting;
- Must be familiar with all facets of the social support services area including related community services.
- Must have experience with the Microsoft Suite of Products products.

POSTING SPECIFICS:**Posting Period:**

- at 8:30 AM to 4:30 PM
- **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**

Who May Apply:

- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.

How To Apply:

- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.

Apply To:

- In person to the Human Resources Department or one of the Customer Care Centres
- By faxing your Job Transfer Form and resume to the Human Resources Department

Updated:

- By Human Resources on June 10, 2013