



KITCHENUHMAYKOOSIB INNINUWUG DIBENJIKEWIN ONAAKONIKEWIN

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Maamao Dibenjikewin Kanawaabajikewin (MDK)

KIDO, the “KI Family Law”, has a vision is to create healthy self, healthy family, and healthy community. The emphasis of service is on family healing and maintaining connections within families and the community. KIDO’s mission is that our dibenjikewinan (families) can raise our awaashishag (children) and oshkaadizag (youth) in healthy homes.

KIDO RECEPTIONIST - KI

Job Description

POSITION SUMMARY

The **KIDO Receptionist – KI** is a full-time position and is based in KI. This position is a part of the office administration of KIDO and will be stationed at the front of the KIDO office location in KI, greeting people as they come into the KIDO office, answering phone calls/taking initial intake information, and other duties and responsibilities assigned below.

The receptionist will always keep in mind the KIDO mission which is to revitalize Kitchenuhmaykoosib Inninuwig values, principles, customs, language, and kayaash egwa mina ahchaako kikinohamaakewinan (traditional and spiritual teachings). Additionally, they will understand that KIDO is about love, compassion, healing, and reconciliation; and demonstrate this in all communications they perform.

This position will reporting to the KI-based Office Manager, and the office administration is overseen by the KIDO Assistant Director – KI.

Qualifications and Requirements:

1. A high school diploma or a combination of education and work experience is preferred.
2. A minimum of two (2) years’ experience in front-line non-profit office setting is preferred.
3. Must be personable, professional, and reliable for attendance to work.
4. Must have excellent verbal and written communication skills in English, and good verbal skills in Anishiniimowin, the language of KI.
5. Must possess good knowledge and expertise of Microsoft Excel, Word, and Outlook.
6. Must be able to work in a team setting and to multi-task when required.
7. Have an interest in learning new skills and upgrading educational level, for which on the job training will be provided, in order to contribute to development of KIDO operations.
8. Demonstrated knowledge of KI’s distinct culture, traditions, values and principles.

Every oniikihikomaa and every onihtaawikihaawaso has a sacred duty to care for the awaashish and oshkaadiz



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9. Understand that KIDO is based on language and kayaash egwa mina ahchaako kikinohamaakewin (traditional and spiritual teachings) revitalization.
10. Must have a thorough understanding of the whole scope of KIDO.
11. Professional integrity and ability to maintain confidentiality are essential.
12. Demonstrated patience, humility, respect, consistency, and discretion.
13. Ability to manage time of assigned duties and ability to work flexible hours on occasion.
14. A Criminal Record Check, with a Vulnerable Sector Check, is required.
15. Ability to travel as required for KIDO operations/training – Thunder Bay, Sioux Lookout.

Duties and Responsibilities:

1. Must approach all their work based on love and compassion; and remain professional and set aside personal issues, keeping an open mind and not be judgmental.
2. Answer and relay phone calls that come into KIDO, which may be general office inquiries for KIDO employees OR a Danendamihiiwewiidamaakewin (reported concern); both will require documentation via written contact OR beginning FORM 9.1(a), respectively.
3. To monitor the KIDO employee sign-in and sign-out sheet and board.
4. To provide administrative support to KIDO employees in conjunction with KIDO Office Clerk(s) and the Office Manager – KI; including preparing hard copies and electronic copies of required correspondence to KIDO employees in a timely manner.
5. To assist KIDO employees with photocopying, typing, and mailing reports and filing.
6. To monitor office supplies in the administration area and replenish as needed.
7. Complete reporting and office administration documentation at the end of the workday, and assist with general cleanup of reception and complete/assign lock-up procedure at that time.
8. Work as a team alongside other KIDO staff showing respect.
9. Abide by all applicable KIDO policies and procedures and participate in required training.
10. Other duties & responsibilities assigned by Office Manager (KI) and KIDO Asst. Dir. – KI.

NOTE: While formal education is listed in the qualification section the hiring committee will consider it favourably when the candidate themselves is from KI and have local knowledge of the community, reserve life, and culture. For example, they know and have a relationship with the homelands, know KI spirituality, know the prayers, the landscapes, the waters, the people, the way we view our elders, the challenges of living in a remote reserve and can show a commitment to helping awaashish, oshkaadiz egwa dibenjikewinan of KI. It will also be an asset if the candidate can walk their talk, for example, lives a healthy lifestyle themselves and have a healthy dibenjikewin life.

Every oniikihiikomaa and every onihtaawikihaawaso has a sacred duty to care for the awaashish and oshkaadiz