

EMPLOYMENT OPPORTUNITY

Receptionist & Intake Assistant

Posted: August 2026

Schedule: Monday to Friday, 8:30 a.m. – 4:30 p.m.

Closing Date: Open Until Filled

Starting Wage: \$23-25 /hour + benefits

About the Position:

Kackaamin Family Development Centre is seeking a detail-oriented and organized **Receptionist & Intake Assistant** to support the organization's intake and administrative functions. This position is responsible for managing incoming calls, assisting with referrals and intake documentation, maintaining confidential records, and providing administrative support to the clinical and leadership teams.

Receptionist & Intake Assistant Responsibilities:

- Answer and direct incoming telephone calls in a professional and respectful manner.
- Respond to general inquiries and provide information about programs and services.
- Assist with intake processes, referrals, and administrative documentation.
- Maintain accurate electronic and paper records.
- Handle confidential and sensitive information with discretion.
- Perform data entry, filing, scanning, and document preparation.
- Provide administrative support to program staff and leadership.

Qualifications:

- Previous administrative or receptionist experience is preferred.
- Ability to maintain confidentiality and work with sensitive information.
- Proficiency with Microsoft Office and general computer applications is an asset.
- Criminal Record Check required.

Applicants will be screened according to suitability. Interested applicants please submit your resume with a cover letter along with your references to apply@kackaamin.org.

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