



**Casual Receptionist**  
**Location – Parry Sound**  
**Income Support and Stability**

Employment with the District of Parry Sound Social Services Administration Board offers an opportunity to make a positive contribution to our community. Providing caring human services, we are a forward-thinking organization focused on continuous improvement, employee growth and development, and providing exceptional service. We are dedicated to upholding a respectful and inclusive workplace with PSDSSAB values, supporting our employees, and offering generous compensation. We also encourage ongoing professional development and a healthy work-life balance.

**Overview of the Opportunity**

Casual **Receptionists** are responsible for daily support activities for the DSSAB. The position will include a combination of job functions such as reception duties, receiving client documentation, cheque distribution, client inquiries, computer data input, and computer systems support. Shifts are scheduled on a **casual call-in** basis, with no guaranteed hours.

**Required Qualifications Include**

- Secondary School Graduation Diploma.
- Experience in a Social Services environment is an asset.
- Skillful knowledge of computer operations, keyboarding, and use of office equipment.
- Excellent customer service skills.
- Excellent written and verbal communication skills.
- Ability to multitask, manage time, and organize workload efficiently in a busy environment.
- Ability to work with private information confidentially and professionally.
- Knowledge of community resources.
- Ability to travel throughout the District as required.
- **Please note:** Formal proficiency testing will be completed to evaluate proficiency level in Microsoft Word.

**Principal Responsibilities Include**

- Greet, assist, and direct all people who arrive at the DSSAB office and respond to inquiries in person and by phone.
- Computer data input, monitoring, printing reports, and receiving data as required.
- Responsible for receiving documents, monies, and issuing receipts for payments.
- Responsible for building opening and closing procedures, including doors and the drop box.
- Provide forms and other information as requested for the DSSAB programs and assist in their completion as needed.
- Provide support to all DSSAB program client activities.

- Computer data input, monitoring, printing reports, and receiving data as required.

A full copy of the job description, including full qualifications and responsibilities, is available upon request from [\*\*jobs@psdssab.org\*\*](mailto:jobs@psdssab.org)

- Remote work is not available for this position.

**We are proud to offer the following to our casual employees**

OMERS Pension with 100% matching contributions, Employee Assistance Program, and professional development.

**Starting Wage**

\$22.93 / hour, as per Collective Agreement, plus 4% vacation pay.

**Classification**

OPSEU – Receptionist (Contract/Casual)

Status – Part-time/Casual

This is a vacancy

**Please submit a cover letter & resume referencing job ID 25U-29 by October 31, 2025**

**Attn: Danielle Villeneuve, CHRP, Director of Human Resources, Email: [\*\*jobs@psdssab.org\*\*](mailto:jobs@psdssab.org)**

1 Beechwood Drive, Parry Sound, ON P2A 1J2

**To view other employment opportunities, visit [\*\*www.psdssab.org/employment\*\*](http://www.psdssab.org/employment)**

We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M.56, and will only be used to determine employment eligibility. Questions about the collection of information may be directed to the Privacy Officer at 705-746-7777 Ext. 5264.

The DSSAB welcomes and encourages candidates from First Nations, Métis, and Inuit, racialized and LGBTQ2S+ communities, women, and people with disabilities. The DSSAB is committed to an inclusive and barrier-free recruitment process and work environment. In accordance with the AODA, if you require accommodations, please contact the HR department. As a designated employer under the French Language Services Act, we are committed to providing clients with access to our programs and services in French. Bilingualism is considered an asset for all positions.

