

INDEPENDENT LIVING WORKER

The Independent Living Worker is responsible for facilitating the Independent Living Program for the Winnipeg DOCFS office. In conjunction with the Program Supervisor provides programming to empower adolescents to become self-sufficient and transition to independent living.

FAMILY SUPPORT/CASE AIDE WORKERS

As assigned, provide assistance/support to families in need through training in home-making and child care.

CASE AIDE/DRIVERS

As assigned, transport children/families to visits/respites, medical appointments, counseling and agency events.

CONTRACT

- Respite Workers
- Janitorial Services

BENEFITS

- Excellent Employee Benefits Package.
- Salary Scales comparable to Provincial Salary Scale levels.

Your Children...
Your Family...
Your Plan...
We Can Help.



Dakota Ojibway Child & Family Services

Administration Office: Forest Hills - Swan Lake 7A
Box 310, Carberry, Manitoba R0K 0H0
Ph: 1-204-834-2323 Fax: 1-204-834-2306
Toll Free: 1-877-508-8289

Sub Offices:

COMMUNITIES

Birdtail Sioux DOCFS

General Delivery, Beulah, MB R0M 0B0
PH: 204-568-4559 Toll Free: 1-866-839-5248

Canupawakpa DOCFS

Box 2169, Virden, MB R0M 2C0
PH: 204-854-2920 Toll Free: 1-866-839-5283

Roseau River DOCFS

Box 205, Ginew, MB R0A 2R0
PH: 204-427-2770 Toll Free: 1-866-839-5313

Swan Lake DOCFS

Box 370, Swan Lake, MB R0G 2S0
PH: 204-836-2503 Toll Free: 1-866-839-5335

Dakota Plains

Box 1115, Portage La Prairie, MB R1N 3C5
PH: 204-252-2877 Toll Free: 1-866-220-7657

Dakota Tipi

2010 Dakota Dr, Dakota Tipi R1N 3X6
PH: 204-856-0428 Toll Free: 1-866-357-4416

URBAN

Brandon DOCFS

702 Douglas St., Brandon, MB R7A 7B2
PH: 204-729-3650 Toll Free: 1-855-472-6825

Portage la Prairie DOCFS

102 Saskatchewan Avenue E, Portage La Prairie, MB R1N 0L1
PH: 204-856-5570 Toll Free: 1-866-839-5344

Winnipeg DOCFS

1150 Fife Street, Winnipeg, MB R2X 2Z6
PH: 204-988-9230 Toll Free: 1-866-353-9323



Employment & Career Opportunities

Your Children...
Your Family...
Your Plan...
We Can Help.





If you enjoy working in a truly supportive work environment and have a strong desire to work for the betterment of First Nation communities, DOCFS Inc. is the place for you!

RECRUITMENT & HIRING POLICY

Consistent with the needs of the community/agency and the requirements regarding employment under the Employment Standards Code of Manitoba and the Human Rights Code, Dakota Ojibway Child & Family Services shall hire staff in a fair and equitable manner.

EMPLOYMENT OPPORTUNITIES

SENIOR MANAGEMENT

- Executive Director

COORDINATORS

- Prevention Program Coordinator
- Foster Care Program Coordinator
- Direct Services Coordinators
- Human Resource Coordinator

CHILD & FAMILY SERVICES SUPERVISORS

To ensure the adequate, efficient delivery of Child and Family Services to assigned community/urban office. Responsibilities include the operation and management of the field office. Provide consistent supervision/discipline of community staff.

CHILD & FAMILY SERVICES WORKERS

To provide Child and Family Services that ensure the safety and well being of children/families that are compatible with the needs/beliefs of the community and is in accordance with the Child and Family Services Act/Standards and Regulations.

FOSTER CARE RESOURCE WORKERS

Responsible for licensing of foster homes and providing support to foster parents. Provide orientation and ongoing training to foster parents.

FINANCE DEPARTMENT

- **Financial Administrator** - oversees all aspects of the DOCFS Finance Federal and Provincial.
- **Financial Officers** - responsible for operations and maintenance budgets.
- **Finance Clerks** - responsible for the maintenance of the filing system in the finance office, maintain records of cheques, travel and operations and purchase orders.

ADMINISTRATIVE ASSISTANTS/SECRETARIES & CLERICAL SUPPORT WORKERS

Responsible for ensuring that the administrative, clerical and reception needs of the assigned offices are met effectively and efficiently.

PREVENTION WORKERS

Coordinate all activities with respect to development, implementation and financial accountability of Prevention Programs.

FAMILY WELLNESS WORKER

To work with at risk families and ensure the provision of services that will enhance the family's capacity to care for their children and that will prevent the circumstances that lead to apprehension. Providing services that respect First Nation culture and in a manner that is compatible with the values/beliefs of the community and is in accordance with the CFS Act/Standards and Regulations. Developing culturally appropriate case plans using a collaborative approach that is both holistic and strength based.

HIGH RISK YOUTH WORKER

Works closely with high risk youth-in-care currently placed in specialized foster homes. Assesses youth's needs, develops culturally sensitive case plans and closely monitors placements. Works cooperatively with community collaterals in developing a multi-disciplinary approach to reducing gang and criminal activity to the youth-in-care. Ensures youth are successfully transitioned out of care when reaching the Age of Majority or ready for discharge.

