



DOCFS EMPLOYMENT OPPORTUNITY

DRIVER / CASE AIDE Swan Lake Community Services Office

Dakota Ojibway Child & Family Services requires a Driver / Case Aide for the Swan Lake Community Services Office who will transport children/families to visits, appointments, activities. Assists Child & Family Services Workers with supervision of visits of family contacts. Responsible for ensuring vehicle maintenance. Maintain up-to-date documentation of client contact. The Driver / Case Aide will report to the supervisor.

Applicants must meet the following criteria:

- Knowledge of the Child & Family Services system
- Ability to work independently
- Must be willing to work flexible hours
- Ability to work cooperatively in a team environment
- Excellent communication skills
- Demonstrated knowledge and respect for the Dakota and/or Ojibway culture and traditional philosophies
- Have a valid driver's license, access to a vehicle and willing to travel
- Good time management and organization skills
- Excellent work record/history
- Ability to speak Dakota and/or Ojibway a definite asset

Other combinations of education and experience may be considered. Salary commensurate with education and experience. All applicants must submit with their application a current Criminal Record Check, Prior Contact Check, and Child Abuse Registry Check. Interested parties should apply in writing including three written references to:

**Dakota Ojibway Child & Family Services Inc.
Forest Hills Administration Office
Swan Lake First Nation
Box 310 Carberry, MB R0K 0H0
Attention: Human Resource Coordinator
Phone: 204-834-2323 Fax: 204-834-2306
Email: hr@docfs.org**

APPLICATION DEADLINE: September 26, 2022 (4:30 PM)

*** Only those applicants selected for an interview will be contacted.**