



DOCFS EMPLOYMENT OPPORTUNITY

Post-Majority Coordinator (TERM) Forest Hills Administrative Office

Dakota Ojibway Child & Family Services requires a Majority Coordinator for the Forest Hills Administrative Office. The Post-Majority Coordinator will be responsible for developing and delivering program and services to ensure youth, transitioning out of care into adulthood and to young adults who were formerly in care, to access culturally relevant and programming that will work to build their skills, knowledge and experiences.

Provide training and supervision for post-majority staff on mandatory training and training on DOCFS tracking system and database systems. Document and record post-majority program and services and monitor. In addition, they will make recommendations on future requests and services. To manage the Post-Majority Team and support staff who deliver a full range of Child & Family Services for the First Nations communities and urban centres we service. Reports to the Executive Director.

Applicants must meet the following criteria:

- B.S.W., Post-secondary degree in a related field of study and/or Child & Family Services Diploma
- Five years of experience in child & family services providing mandated/voluntary services with at least two years in a supervisory capacity
- Knowledge of the Manitoba Child & Family Services Act and the current changes to the Child & Family Services system
- Knowledge of the Act Respecting First Nations, Inuit and Metis children, youth and families
- Demonstrated knowledge of collateral services/community resources and how to access
- Have a valid driver's license, access to a vehicle and willing to travel
- Good time management and organizational skills
- Experience in supervising team members
- Excellent work record/history
- Demonstrated knowledge and respect for the Dakota and/or Ojibway culture and traditional philosophies
- Ability to speak Dakota and/or Ojibway is 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: October 6, 2022 (4:30 PM)

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter.