



## DOCFS EMPLOYMENT OPPORTUNITY

### CULTURAL AND FAMILY CONNECTOR

Forest Hills Administration Office

Dakota Ojibway Child & Family Services requires a term CULTURAL AND FAMILY CONNECTOR. Reporting to the Prevention / Finance Assistant, the Cultural and Family Connector is responsible for assisting agency staff regionally in the planning, training and coordination of cultural activities and programs that foster a holistic approach to support children and families in their emotional, psychological, physical, and spiritual growth.

Applicants must meet the following criteria:

- Post secondary education desired however an equivalent of combination of training and experience may be considered.
- 2 years experience in supporting program delivery, administration, planning and organizing.
- Direct experience and understanding of cultural activities, programs and supports.
- Strong communication skills, high degree of accuracy, and ability to work within timelines.
- Ability to work independently and within a team. Must be able to support multiple requests from multiple sources.
- Demonstrated ability to problem solve, take initiative, and follow through on tasks.
- Ability to apply an Indigenous approach in working with children and families.
- Strong proficiency in MS Office Applications, including Access, database systems and internet.
- Demonstrated knowledge and/or understanding of Indigenous perspectives, First Nations culture and traditional philosophies.
- Ability to speak/understand Dakota or Ojibway is a definite asset.

Salary commensurate with education and experience. All applicants must submit with their application a **current Criminal Record Check** (with Vulnerable Section Query), 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](mailto:hr@docfs.org)**  
**APPLICATION DEADLINE: January 28, 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.