**DOCFS EMPLOYMENT OPPORTUNITY**

# DRIVER / CASE AIDE

**Dakota Tipi Community Services Office**

Dakota Ojibway Child & Family Services requires a Driver / Case Aide for the Dakota Tipi 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

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: December 7, 2023 (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.