



## **DOCFS EMPLOYMENT OPPORTUNITY**

### **DRIVER / CASE AIDES Swan Lake Community Office**

Dakota Ojibway Child & Family Services requires a Driver / Case Aide for the Swan Lake Community Office. The Driver Case Aide will transport children/families to visits, appointments, and 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 Ojibway cultures 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 (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: November 15, 2019 (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.