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**DOCFS EMPLOYMENT OPPORTUNITY**

# FOSTER CARE RESOURCE COORDINATOR

**Forest Hills Administration Office**

**Located South of Carberry, MB**

Dakota Ojibway Child & Family Services requires a Foster Care Coordinator for the Forest Hills Administration Office. The Foster Care Coordinator will be responsible for overseeing the planning, co-ordination and implementation of a Foster Care Resource Program in a manner compatible to the needs of the communities and urban offices. Ensure the recruitment, training and maintenance of foster care resources. Responsible 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
* Minimum of five years experience in child & family services providing mandated/voluntary services and at least two years in supervisory capacity
* Knowledge of the Manitoba Child & Family Services Act
* Demonstrated knowledge of collateral services/community resources and how to access
* Demonstrated knowledge and respect for the Dakota/Ojibway Cultures and traditional philosophy
* Have a valid driver’s license, access to a vehicle and willing to travel
* Good time management and organizational skills
* Excellent work record/history
* Ability to speak Dakota/Ojibway a definite asset

Salary commensurate with education and experience. All applicants must provide 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.**

 **Administration Office**

**Box 310 Carberry, Manitoba R0K 0H0**

 **Attention: Human Resource Coordinator**

 **Phone: (204) 834-2323 Fax: (204) 834-2306**

**Email:** **hr@docfs.org**

**APPLICATION DEADLINE: June 24, 2021 (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.