



## **DOCFS EMPLOYMENT OPPORTUNITY**

### **Foster Care Resource Administrative Assistant Forest Hills Administration Office**

Dakota Ojibway Child and Family Services requires a Foster Care Resource Administrative Assistant for the Forest Hills Administration Office. The position is responsible for the maintenance of the filing system in the foster care department. Provides clerical support to the Foster Care Resource Coordinator. Responsible to the Foster Care Resource Coordinator.

Applicants must meet the following criteria:

- A minimum of two years experience in an Administrative position.
- Office Administration Diploma or related Certificate(s)
- Demonstrated proficiency in all Microsoft programs such as Word, Excel, Publisher, PowerPoint, Outlook and Access
- Knowledge of the programs and services provided by DOCFS
- Have a valid driver's license & access to a vehicle
- Excellent work record/history
- Demonstrated knowledge and respect for the Dakota and Ojibway cultures and traditional philosophies
- 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 Administrative 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: Open Until Filled**

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.