



DOCFS EMPLOYMENT OPPORTUNITY

PREVENTION SERVICES CONNECTOR

**Forest Hills Administration Office
Located South of Carberry, MB**

Dakota Ojibway Child & Family Services requires a PREVENTION SERVICES CONNECTOR. Reporting to the Prevention / Finance Assistant, this position is responsible for providing coordination services to support agency team members regionally with resources and collaterals to protect children and achieve family preservation by navigating systems and resources, researching, administering, and organizing prevention services identified for their clients; children and families of DOCFS.

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. Demonstrated ability to research and access community resources and external networks.
- 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 working with children and families.
- Strong proficiency in MS Office Applications, including Access, database systems and internet.
- Demonstrated knowledge and respect for the Dakota and Ojibway culture 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 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: September 18, 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.