**DOCFS EMPLOYMENT OPPORTUNITY**

# PROGRAM MANAGER (TERM)

**Portage Urban Services Office**

Dakota Ojibway Child & Family Services requires a term Program Manager for the Portage Urban Services Office. The Program Manager will be responsible for administering community services and managing CFS workers and support staff who deliver a full range of Child & Family Services for the Portage urban community. Reports to the Direct Service Coordinator - Community Services.

Applicants must meet the following criteria:

* B.S.W. and/or Post-secondary degree in a related field of study
* Five years child & family services experience with at least two years in a supervisory capacity
* Knowledge of the Manitoba Child & Family Services Act and the current changes to the child & family services system
* Knowledge of collateral services / community resources and how to access
* Experience organizing and working with community committees
* Have a valid driver’s license, access to a vehicle and willing to travel
* Experience in managing an office
* Good time management and organizational skills
* Excellent work record/history
* Demonstrated knowledge and respect for the Dakota & Ojibway Culture and traditional philosophy
* Ability to speak Dakota & Ojibway a definite asset

Other combinations of education and experience may be considered. Salary commensurate with education and experience. All applicants must submit with their application a **2020 Criminal Record Check**, Prior Check and Child Abuse Registry Check. Interested parties should apply in writing including **three written reference letters** 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: August 13, 2020 (4:30 PM)**

**\* Only those applicants selected for an interview will be contacted.**