



DOCFS EMPLOYMENT OPPORTUNITY

SUPERVISOR Swan Lake Office

Dakota Ojibway Child & Family Services requires a Supervisor for the Swan Lake Community Services Office. The Supervisor 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 Swan Lake community. Reports to the Direct Service Coordinator.

Applicants must meet the following criteria:

- B.S.W., Post-secondary degree in a related field of study and/or Child & Family Services Diploma
- Five years of experience in child & family services providing mandated/voluntary services 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
- Demonstrated knowledge of collateral services/community resources and how to access
- Have a valid driver's license, access to a vehicle and willing to travel
- Good time management and organizational skills
- Experience in managing an office
- Excellent work record/history
- Demonstrated knowledge and respect for the Dakota and/or Ojibway culture and traditional philosophies
- Ability to speak Dakota and/or 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 current Criminal Record Check, 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: 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.