



DOCFS EMPLOYMENT OPPORTUNITY External Job Posting

Driver/Case Aide

Posting: 202602PTG

Job status: Part-Time

Location: Urban Office.

Wage range: As per Collective Agreement

Classification: DR1 – DR2

Union Affiliation: MGEU #436

Posting date: September 29, 2026

Closing date: October 13, 2026

Position Summary: DOCFS is seeking a **Driver/Case Aide** to join our Team. As assigned transports children/families to visits/respite, medical appointments, counselling and agency events. As assigned, supervises family visits and provides assistance to Child & Family Service Workers. Document all data with respect to assigned families on running records. Maintain a planning calendar with the Program Manager/Supervisor. Responsible for agency vehicle ensuring trips are logged and mileage records are up to date. Ensures agency vehicles regular maintenance, cleanliness and reports any accidents or damage to the agency vehicle. Responsible to the Program Supervisor.

Job description available on request

Applicants must meet the following criteria:

- Knowledge of Child & Family Services programs
- Have a valid driver's license & access to a vehicle
- Good time management and organizational skills
- Excellent work record/history
- Demonstrated knowledge and respect for the Dakota & Ojibway cultures 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
Phone: 204-834-2323 Fax: 204-834-2306
Email: hr@docfs.org

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.