



## DOCFS EMPLOYMENT OPPORTUNITY External Job Posting

### Receptionist/Secretary

**Posting #:** 202601PTG

**Job status:** Part-Time

**Location:** Portage Urban Office.

**Wage range:** As per Collective Agreement

**Classification:** CT1-CT2

**Union Affiliation:** MGEU #436

**Posting date:** September 29, 2026

**Closing date:** October 13, 2026

DOCFS is seeking a **Receptionist/Secretary** to join our Team.

**Position Summary:** The Receptionist/Secretary is responsible for ensuring the receptionist and clerical needs of the Dakota Ojibway Child & family Services are met effectively and efficiently. Responsible to the Supervisor.

**Reception:** Receive telephone calls/walk-ins, in a professional and courteous manner. Maintain daily message manager. Screen calls and refer where appropriate. Ensure all incoming and outgoing mail is documented, date stamped, reviewed.

**Keyboarding duties:** upon request type/copy correspondence, forms etc. CFSIS – attach case notes etc.

**Coordination:** As requested, schedule Agency meeting arrangements ensuring appropriate space is booked.

**Clerical:** Mail, DOCFS forms, itinerary for staff.

Job description attached or available on request

Applicants must meet the following criteria:

- High School Diploma
- 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](mailto: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.