



## **DOCFS EMPLOYMENT OPPORTUNITY**

### **PART-TIME RECEPTIONIST / SECRETARY**

**Dakota Plains Community Services Office**

Dakota Ojibway Child & Family Services requires a Part-Time Receptionist / Secretary Position for the Dakota Plains Community Services Office. Responsibilities include maintenance of the Child & Family Services filing system, receptionist duties, general clerical support, and other duties.

Applicants must meet the following criteria:

- Office Administration Diploma or other Clerical Training
- 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
- Demonstrate knowledge and respect for the Dakota culture and traditional philosophies
- Ability to speak Dakota is 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 Administrative 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](mailto:hr@docfs.org)**

**APPLICATION DEADLINE: October 13, 2026 (4:30pm)**

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.