DOCFS EMPLOYMENT OPPORTUNITY

PART-TIME RECEPTIONIST / SECRETARY

Dakota Plains Community Services Office

Dakota Ojibway Child & Family Services requires a part-time Receptionist / Secretary 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 Ojibway & Dakota culture and traditional philosophies
- Ability to speak Ojibway and/or Dakota 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
APPLICATION DEADLINE: December 7, 2026

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.