



DOCFS EMPLOYMENT OPPORTUNITY

ENHANCED RESOURCE ADMINISTRATIVE ASSISTANT Office Location TBA

Dakota Ojibway Child & Family Services requires an Enhanced Resource Administrative Assistant. The position is responsible for the maintenance of the filing system in the reunification department, database and complete the required paperwork. Provides clerical support to the Enhanced Resource Team and Executive Director. Responsible to the Executive Director.

Qualifications:

- Office Administration Diploma or related Certificate(s) and/or related experience
- Knowledge of the programs and services provided by DOCFS
- Demonstrated knowledge of collateral services/community resources and how to access
- Demonstrated effective time management, ability to prioritize work load to meet deadlines
- Demonstrated experience in gather information, entry and monitor data collection
- Able to produce various types of reports; written, tables, graphs and proposals.
- Demonstrated proficiency with computer programs, such as Microsoft office applications, Publisher, PowerPoint, and database systems
- Have a valid driver's license, access to a vehicle and willing to travel
- Awareness and respect for the Dakota and Ojibway cultures and traditional philosophies. Ability to speak Dakota or Ojibway a definite asset

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: October 22, 2018 (4:30 PM)**

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.