



DOCFS EMPLOYMENT OPPORTUNITY

PREVENTION SERVICES COORDINATOR

Term Position – 2 Year Contract

Forest Hills Administration Office

(Located south of Carberry, MB)

Dakota Ojibway Child & Family Services requires a PREVENTION SERVICES COORDINATOR. Reporting to the Prevention/Finance Assistant, this position is responsible for providing coordination services to support agency team members regionally with resources and collaterals to protect children and achieve family preservation by navigating systems and resources, researching, administering, and organizing prevention services identified for their clients; children and families of DOCFS.

Qualifications:

- Post secondary education desired however an equivalent of combination of training and experience may be considered.
- 2 years experience in supporting program delivery, administration, planning and organizing. Demonstrated ability to research and access community resources and external networks.
- Strong communication skills, high degree of accuracy, and ability to work within timelines. Ability to work independently and within a team. Must be able to support multiple requests from multiple sources.
- Demonstrated ability to problem solve, take initiative, and follow through on tasks.
- Ability to apply an Indigenous approach in working with children and families.
- Strong proficiency in MS Office Applications, including Access, database systems and internet.
- Demonstrated knowledge and/or understanding of Indigenous perspectives, First Nations culture and traditional philosophies.
- Ability to speak/understand Dakota or Ojibway is a definite asset.

Salary will commensurate with education and experience. All applications must submit along with their resume, a current Criminal Record Check (with Vulnerable Section Query), Prior Contact Check, and Child Abuse Registry Check. Interested parties should apply in writing and include three references by **March 12, 2019 (4:30)** 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
Email: hr@docfs.org Fax: 204-834-2306**

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people, so applicants are asked to self declare.