



DOCFS EMPLOYMENT OPPORTUNITY

RECEPTIONIST / SECRETARY

(Term Position)

**Forest Hills Administration Office
(Located south of Carberry, MB)**

Dakota Ojibway Child & Family Services requires a Receptionist / Secretary (Term Position) for the Forest Hills Administration Office (located south of Carberry, MB). Responsibilities include maintenance of the Child & Family Services filing system, receptionist duties, general clerical support, and other duties. Responsible to the Executive Assistant.

Applicants must meet the following criteria:

- Office Administration Diploma or related clerical training
- Other combinations of education and related experience
- Knowledge of Child & Family Services programs
- Ability to apply indigenous approaches in working with families and children
- Have a valid driver's license, access to a vehicle and willing to travel
- Good time management and organizational skills
- Demonstrated proficiency with computer programs such as Microsoft office applications, Publisher, PowerPoint, and database systems
- 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 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: January 28, 2019 (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.