



DOCFS EMPLOYMENT OPPORTUNITY

TRAINING COORDINATOR

Term Position

Office Location TBA

Dakota Ojibway Child & Family Services requires a Training Coordinator (Term Position). The position will be responsible for budgeting, assessing, coordinating, monitoring and evaluating the design, development and/or delivery of agency internal and external training programs for staff/board/committees and foster parents. The delivery of training material will utilize best practices and multiple means including; lecture, virtual, mentoring and coaching. Reports to the Executive Director.

Qualifications:

- BSW degree with five (5) years of child welfare experience, an equivalent combination of training and experience may be considered
- Experience in development and implementation of training programs
- Knowledge of the Manitoba Child & Family Services Act and applicable legislation, regulations and standards
- Ability to apply an indigenous approach in working with families and children
- Demonstrated knowledge of collateral services/community resources and how to access
- Working knowledge of computer programs, such as Microsoft office applications, database systems
- Good time management and organizational skills
- Researching and planning abilities, excellent communication and presentation skills, coaching, teamwork and problem-solving orientation
- Excellent written and verbal skills
- 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 (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 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: November 26, 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.