



DOCFS EMPLOYMENT OPPORTUNITY

RECEPTIONIST / SECRETARY

Forest Hills Administrative Office

Dakota Ojibway Child & Family Services requires a Receptionist / Secretary for the Forest Hills Administrative 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: November 5th, 2024 (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.