



DAKOTA OJIBWAY TRIBAL COUNCIL – HEALTH SERVICES

EMPLOYMENT OPPORTUNITY

POSITION: Case Assistant
Dakota Ojibway Health Services (DOHS) – Jordan's Principle

LOCATION: Dakota Ojibway Health Services
320-300 Alpine Way, Headingley, MB R4H 0E1

CLOSING DATE: Monday, October 17, 2022 @ 4:30 p.m.

CASE ASSISTANT – Jordan's Principle Off-Reserve

Under the supervision of the Jordan's Principle Services Coordinator and in accordance with DOTC Mission, Values, Goals, Policies and Procedures, the Case Assistant will be responsible to assist all Off-Reserve requests for the Dakota Ojibway Tribal Council Region geographical area; provide assistance, follow up, and will liaise with other Jordan's Principle Off Reserve offices.

KEY RESPONSIBILITIES:

- Assist Off-Reserve Case Managers with daily tasks
- Accompany Case Managers on home visits when necessary
- Assist Case Managers with relevant documentations
- Assist in finding resources for children and families
- Understand the importance of working with First Nations protocols in order to make children and families comfortable with their interaction with the health care system
- Build strong relationships and partnerships with front line health care and child care workers, and works with a variety of health care and child care professionals, including but not limited to nurses, speech pathologists, dental, occupational therapists
- Able to assist with land based cultural activities with youth

QUALIFICATIONS: (including, but not limited to)

- Grade 12, Post – Secondary preferred or combination of related work experience and/or training
- Knowledge of population health and First Nations perspective on health and wellness
- In-depth knowledge of First Nations health and wellness system needs
- Knowledge of relevant legislation such as CFS Act, Vulnerable Persons Legislation
- Must have excellent written and communication skills
- Proficient in Microsoft Office
- Ability to work independently
- Good organizational, time management and prioritizing skills

CONDITIONS OF EMPLOYMENT:

- Valid Manitoba Driver's License
- Current Criminal Records/Vulnerable and Child Abuse Registry Checks
- Access to a reliable vehicle

We thank all who apply and advise that only those selected for an interview will be contacted.

Interested applicants are invited to forward a resume and cover letter, including two (2) reference to:

**DAKOTA OJIBWAY HEALTH SERVICES
Attn: Erica Nicholson, Human Resource Officer**

Ph: (204) 239-8650

Fax: (204) 857-6037

Email: humanresource@dotc.mb.ca

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR FURTHER PROCESS OF
APPLICANT CONSIDERATION.**