



DAKOTA OJIBWAY TRIBAL COUNCIL – Social Development EMPLOYMENT OPPORTUNITY

POSITION: Social Development Advisor – TERM to March 31, 2026

ADVERTISEMENT # 2526-5

LOCATION: Portage La Prairie, MB

CLOSING DATE: Friday, January 16, 2026 at 4:00pm

SOCIAL DEVELOPMENT ADVISOR

The Social Development Advisor provides consultation and advice to Income Assistance Administrators in DOTC member communities regarding development, implement and application of social programs. The Social Development Advisor analyzes associated Income Assistance and social program legislation and regulations to ensure compliance.

KEY RESPONSIBILITIES:

- Provide for the overall management and supervisor of the social development program and related systems.
- Supervise, plan, manage and evaluate the work of the social assistance verification and compliance, and capacity building unit; engaged in gathering, compiling, reviewing, verifying, calculating, processing, recording, maintaining and protecting social assistance program expenditure claims in electronic and hard copy format.
- Advocate and liaise on behalf of the DOTC member communities with the provincial and federal agencies on Social Policy.
- Manage the acquisition of data and ensuring maintenance of data quality standards for the operational plan of the social development program.
- Research and develop assessment reports projecting trends, issues and opportunities in the Social Assistance program.
- Lead Social Development program to review processes and procedures, establish priorities and provide solutions.
- Provide instructions and make decisions that affect the activities of unit staff and impact on the efficiency and effectiveness of the planning and implementation process for the social services program.

QUALIFICATIONS: (including, but not limited to)

- Post-Secondary education in Social Work or related field
- Minimum two (2) years' experience directly related to social development
- Knowledge and understanding of First Nation culture and language an asset
- General knowledge of the contemporary issues and concerns between the First Nations and other levels of government impacting on the legal, social and political relationships between the parties.
- General knowledge of the current policy with regard to Indian and Northern Affairs, province of Manitoba and other federal statutes affecting social services, social and economic policy. (I.e., Treasury Board authorities and directives).
- Attention to detail and strong interpersonal skills
- Excellent organizational and time management
- Proven oral and written communication skills
- Proficient computer skills (Word, Excel, PowerPoint)
- Must have excellent written and verbal communication skills
- Must be able to prepare and control budgets

CONDITIONS OF EMPLOYMENT:

- Valid Manitoba Driver's License
- Access to a reliable vehicle
- Travel extensively throughout region

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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

DAKOTA OJIBWAY TRIBAL COUNCIL

Attn: Erica Nicholson, Human Resources

Ph: (204) 871-0669 Fax: (204) 857-6037 Email: humanresource@dotc.mb.ca

****Please indicate the Advertisement Number and Position Title in the subject line and/or body of your email****