



Sioux Valley Dakota Nation
Employment Opportunity
File/CFSIS Clerk
Dakota Tiwahe Services
Full-time, Permanent
Location: Sioux Valley, MB



The Sioux Valley Dakota Oyate Government, pursuant to the Self government Agreements with Canada and the Province of Manitoba are undertaking the jurisdiction of Child and Family Services (CFS).

POSITION SUMMARY:

Dakota Tiwahe Services requires a File/CFSIS Clerk for the Sioux Valley office. The successful incumbent will be responsible to the Administrative Assistant.

DUTIES INCLUDE:

- Maintenance of the filing system as per regulations
- Receptionist duties
- General clerical support
- Inputting all relevant data on CFSIS (on-line system)
- Other duties as required

QUALIFICATIONS:

- Clerical, data inputting training
- Knowledge of Dakota Tiwahe 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 cultures and traditional philosophies. Fluency In the Dakota Language is an asset
- Successful completion of a current Criminal Record Check with the Vulnerable Sector Section Query, Prior Contact Check, & Child Abuse Registry Check, or proof of submission of all required checks

PLEASE NOTE: Salary commensurate with education and experience. Applicants must submit with their application three written references that are not friends or family.

Competition Number: 202237

APPLICATION DEADLINE: Friday, April 29, 2022, at 4:00 p.m.

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department
Sioux Valley Dakota Nation
P.O. Box 38
Griswold, Manitoba R0M 0S0
Phone: 204-855-2760 Fax: 204-855-2131
E-mail: hrapplcations@svdngovernance.com

We thank all who apply but only those selected for an interview will be contacted.