



Sioux Valley Dakota Nation  
Employment Opportunity  
**Direct Service Coordinator**  
*Dakota Tiwahe Services*  
Full-time



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**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:** The Direct Service Coordinator will be overseeing the program services for and Dakota Tiwahe Services office and ensuring all functions and standards are being met. Responsible for developing the capacity of supervisors/coordinators to deliver services ensuring that all direct service responsibilities are being met.

**DUTIES INCLUDE:**

- Provides consultation, direction and support to supervisors and staff on all direct service matters
- Review all intakes including abuse and where appropriate ensure ADP's are completed according to Provincial Standards
- Responsible to oversee / monitor high risk / contentious cases
- As required responds to external agencies inquires / requests related to direct service matters in a timely manner
- Where a case related issue cannot be resolved at the supervisor level, will mediate with parties to resolve conflict, and find mutually agreeable solutions
- As required, the Direct Services Coordinator will assume responsibility for Child Abuse Investigations
- Provides direction to new or existing child protection staff
- Ensure age of majority planning is in process and fully documented on child in care files
- Develops, implements, maintains, and evaluates a case management system for the agency.
- Establishes and maintains processes and standards to review quality of direct service provided.
- Reviews case lists quarterly ensuring accuracy. Where information is incomplete or inaccurate follows up with Supervisor to ensure information is correct.
- Compare case lists to CFSIS for accuracy and ensure out of date information is corrected.
- Track monthly face to face contact to ensure standards of service are maintained
- Ensure up to date Child in Care pictures are on CFSIS.
- On a quarterly basis, completes one file reviews on an open case, for each worker.
- Involved in the day-to-day supervision / direction, problem identification and resolution of direct service issues and suggest necessary changes
- Ensure special rate submissions are completed accurately and received by identified date and attends special rate committee meetings.
- Other duties as deemed necessary

**QUALIFICATIONS:**

- B.S.W., Post-secondary degree, diploma and/or certificate in a related field of study and/or Child & Family Services Diploma
- Minimum of two years' experience in Child & Family Services providing mandated/voluntary services
- Other combinations of education and other social services related experience
- Knowledge of the Manitoba Child & Family Services Act
- 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
- Have a valid driver's license, access to a vehicle and willing to travel
- 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

**Competition Number: 2022143**

**APPLICATION DEADLINE: December 9, 2022 4:00pm**

*Submit Cover letter and Resume indicating Competition Number:*

Human Resources Department

Sioux Valley Dakota Nation

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