



## DAKOTA OJIBWAY TRIBAL COUNCIL – HEALTH SERVICES

### EMPLOYMENT OPPORTUNITY

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<b>POSITION:</b>	<b>Case Assistant (2 positions)</b> <b>Dakota Ojibway Health Services (DOHS) – Jordan’s Principle</b>
<b>ADVERTISEMENT #:</b>	<b>2425-11</b>
<b>LOCATION:</b>	<b>Dakota Ojibway Health Services</b> <b>BRANDON, MB</b>
<b>SALARY:</b>	<b>Based on education and experience</b>
<b>INTERVIEWS:</b>	<b>To be determined</b>
<b>CLOSING DATE:</b>	<b>Monday, July 29, 2024 @ 12:00 pm</b> <b>(Internal posting open to DOTC employees &amp; community members)</b>

#### CASE ASSISTANT – JORDAN’S PRINCIPLE OFF-RESERVE

Under the supervision of the Jordan’s Principle Supervisor, the Case Assistant will be responsible for assisting and supporting Case Managers in all activities pertaining to administration of Jordan’s Principle.

#### KEY RESPONSIBILITIES:

- Provide critical support to Case Managers in the coordination and facilitation of services
- Develop timely and accurate files, statements and reports
- Accompany Case Managers on home visits when necessary
- 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
- Support the facilitation of relationships with family physicians, specialists, and Community Health Programs staff to ensure continuity of follow-up care for clients
- Build strong relationships and partnerships with front line health care and child care workers
- Collaborate with DOHS and community health programs staff to ensure the security, confidentiality, accuracy and integrity of individual client records.
- 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
- Minimum two (2) years’ experience working in field of health, social or education sectors
- Knowledge of Jordan’s Principle purpose, programs and services
- Knowledge of First Nations health and wellness system needs is an asset
- Knowledge of relevant legislation such as CFS Act, Vulnerable Persons Legislation is an asset
- Knowledge and familiarity of programs and resources available to First Nations family that would offer practical and timely solutions
- Good organizational, time management and prioritizing skills
- Proficient computer skills (Word, Excel, PowerPoint)
- Ability to work independently and as a member of a multi service team
- Excellent verbal and written communication skills are essential

#### CONDITIONS OF EMPLOYMENT:

- Valid Manitoba Driver’s License
- Travel extensively throughout region
- Access to a reliable vehicle
- Current Criminal Records/Vulnerable and Child Abuse Registry Checks

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) references to:

Attn: Theresa Myran, Executive Assistant

Ph: (204) 988-5370 Fax: (204) 947-5179

Email: [theresam@dohs.ca](mailto:theresam@dohs.ca)

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

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