



Dakota Tiwahe Services Inc. Employment Opportunity

**Job Title: Contracted Support Workers**

Type: Contracted – Daytime, evenings, overnights, weekends, holidays

**Closing Date: Open until Filled**

**Competition Number: DTS202607**

Location: Sioux Valley office

**Rate: Flat hourly rate \$20.00**

**POSITION SUMMARY:** Dakota Tiwahe Services is seeking compassionate and dependable Support Worker(s) to provide care and supervision for families, children and youth. **Support worker** will provide support and transport children/families to visits/respite, appointments and other agency programs.

**DUTIES & KEY RESPONSIBILITIES INCLUDE:**

- Document all data with respect to assignments
- Transport children and families to visits, respite, appointments, and programming as required
- Provide support to both Prevention and Protection Workers in service delivery
- Assist with food hamper preparation and distribution
- Pick up and deliver supplies, equipment, and program materials as needed
- Support the planning, setup, facilitation, and cleanup of agency programming and events
- Provide in-home support to families as directed
- Assist with general office support duties when required
- Promote a positive image of Dakota Tiwahe Services Inc.
- Document and report any concerns to the supervisor in a timely manner
- Maintain flexibility and availability to respond to support requests as needed
- Other duties as deemed necessary

**QUALIFICATION, EDUCATION, & EXPERIENCE**

- High School Diploma, (equivalent)
- Minimum of 2 years' experience in working with children and youth
- Valid First Aid/CPR certification (or willingness to obtain)
- Valid Drivers license and access to an insured vehicle (\$2M liability coverage)
- Ability to work evenings, overnights, weekends and holidays
- Knowledge of the Manitoba Child & Family Services Act and Standards
- Good time management, organizational skills and computer skills
- Demonstrated knowledge and respect for the Dakota cultures and traditional philosophies
- Fluency in the Dakota Language an asset

**How to apply: Submit Cover Letter and Resume, three (3) professional references indicating competition number to:** Human Resources

PH: 204-855-2150 FAX: 204-855-2131

Email: [HR@dakotatiwaheservices.com](mailto:HR@dakotatiwaheservices.com)

***Pre-Employment current Criminal Record Check with the Vulnerable Sector Section Query, Prior Contact Check, & Child Abuse Registry Check, and Driver Abstract***