



Dakota Tiwahe Services Inc.
Employment Opportunity
CFSIS File Clerk
Casual – Brandon/Sioux Valley

POSITION SUMMARY:

The CFSIS File Clerk will provide support to Protection department along with the Foster Care Resource department on all CFSIS related matters.

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

Competition Number: 202344

APPLICATION DEADLINE: April 19, 2023 4:00PM

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold, Manitoba R0M 0S0

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