



# Dakota Tiwahe Services Inc.

## Employment Opportunity

### **Case Aide Support/Driver**

Full-time 1 year term

#### **POSITION SUMMARY:**

The Case Aide Support/Driver will provide support and transport children/families to visits/respite, medical appointments and other agency programs. The Case Aide Support/Driver will report directly to the Prevention Supervisor.

#### **DUTIES INCLUDE:**

- Document all data with respect to assigned families
- As requested, transports, children/families as needed
- As assigned, picks up supplies and equipment as needed
- Maintain a planning calendar with the Prevention Supervisor
- Maintain and report any issues with Dakota Tiwahe Services vehicles
- Complete a full inspection on agency vehicles before and after each transport
- Ensuring the cleanliness of agency vehicles
- Upon request, accompany workers on home visits
- Document all contacts with children/families on a weekly basis, forwarding case notes to supervisor
- Promote a positive image of Dakota Tiwahe Services Inc.
- Participating regularly in community events and activities
- Document and inform supervisor of any concerns that may occur during transports
- Other duties as deemed necessary

#### **QUALIFICATIONS:**

- Proven experience as a Driver
- Possess a valid Class 5 driver's license
- A clean driving record
- Familiarity with GPS devices
- Knowledge of area roads and neighborhoods
- A polite and professional disposition
- Ability to remain calm in stressful driving situations (e.g., at rush hour)
- Successful completion of Criminal Record Check and Vulnerable Sector Search & Child Abuse Registry Check, or proof of submission
- Hours may vary depending on need

**Competition Number: 202344**

#### **APPLICATION DEADLINE:**

*Submit Cover letter and Resume indicating Competition Number:*

Human Resources Department

Sioux Valley Dakota Nation

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