



Dakota Tiwahe Services Inc.
Employment Opportunity
Direct Service Coordinator (Prevention)
Full-time - Permanent

POSITION SUMMARY:

The Direct Service Coordinator will be overseeing the program services for 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 in the Prevention, Cultural, and Foster Care Resource areas.

DUTIES INCLUDE:

- Provides consultation, direction and support to supervisors and staff on all direct service matters
- 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
- Provide oversight for the Cultural, Prevention Services and Foster Care Resource programs
- 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.
- Track monthly face to face contact to ensure standards of service are maintained
- 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
- 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: 202346

APPLICATION DEADLINE:

Submit Cover letter and Resume indicating Competition Number:

Human Resources Department
Sioux Valley Dakota Nation
P.O. Box 38
Griswold, Manitoba R0M 0S0
Phone: 204-855-2760 Fax: 204-855-2131
E-mail: hrapplications@svdngovernance.com