



Invites applications for  
**DIRECT SERVICE WORKERS  
CASUAL POSITIONS**

Classification: SYCW, \$14.68 – \$22.07 per hour

Hours of Work: Evenings, Days, Overnights and Weekends

Competition Number: 2018018-DSW-P

Location: Portage la Prairie, Manitoba

### **Job Purpose**

Under the supervision of the DSW Coordinator, the Direct Service Worker participates in the development and implementation of a range of goal-oriented interventions to children and/or their families. This position will work to provide respite, homemaker, in home and community support services to strengthen Metis and Inuit families.

### **Key Responsibilities & Activities**

- Provide basic housekeeping duties, including cooking and meal preparation (breakfast, dinner, supper and snacks).
- Reporting broken or damaged property, including general maintenance.
- Ability to follow daily routine duties and procedures, including wake up calls and bed time procedures.
- Ability to monitor and assess television, video and computer use, according to age appropriate rating.
- Ability to administer medication as directed.
- Ability to perform daily documentation, including incident reports, menu planning and revisions (listing of allergies), discharge reports, daily logs, assessment binders, financial logs (household, recreation, allowance and restitution) admissions, including photographs, MAR sheets, fire drill logs.
- Providing transportation, supervision and support to any supported family visit or scheduled appointment, including completing documentation and providing communication of treatment plan.
- Ability to determine appropriate disciplinary actions for youth on disciplinary action, documenting and communicating to other staff team members, the reason for discipline and duration of discipline, review and assess youth's progress after disciplinary action date.
- Monitor family visits
- Consult with Social Workers and collaterals to assess and review goals and plans.
- Other duties as assigned.

### **Qualifications**

- Demonstrated understanding of Metis Culture and Communities
- Grade 12
- Current Non-Violet Crisis Intervention would be an asset
- Current CPR and Emergency First Aid would also be an asset
- Ability to cook
- Ability to maintain highly sensitive and confidential information
- Strong interpersonal, administrative, organization and written communication skills.
- Proven ability to multi task and prioritize
- Ability to determine and assess potentially dangerous situations
- Ability to stabilize and provide safely to residents and staff
- An Acceptable Child Abuse Registry Check, Prior Contact Check and Criminal Records Check
- Access to a reliable vehicle and possession of a valid Manitoba driver's license as travel within the communities is required.

Please submit your resume under cover letter stating competition number to:

Michif Child and Family Services  
Attention: Human Resources  
611 Main St N, Dauphin, Manitoba R7N 1E2  
Email: [hr@michifcfs.com](mailto:hr@michifcfs.com)

**Applications will be accepted until 12:00 pm, Thursday, May 31, 2018**

*We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Metis and/or Inuit applicants.*