



Siksika Family Services Corporation  
Siksika Children's Services  
**CASE AIDE WORKERS (6)**  
Job Posting –Temporary Contract  
Extended Closing Date May 12, 2021



**GENERAL STATEMENT OF POSITION:**

The Case Aide works in collaboration with the Intervention Team to support the effective & efficient case management practices that produces the best outcome for children and families as per the Child, Youth, and family Enhancement Act (CYFEA) and is part of the Siksika Children's Services Intervention work unit. The Case Aide provides a variety of non-delegated services to assist the Intervention Team. This position works within all direct provisions and ensures compliance to the Child, Youth, and Family Enhancement Act (CYFEA), other related legislation, and the policies and procedures of Siksika Family Services Corporation. The Case Aide is responsible for the implementation and delivery of the Siksika Children's Services Program in accordance to Siksika culture and traditions incorporated by the agency.

**SUPERVISION RECEIVED:** Siksika Children's Services Child Intervention Supervisor

**SUPERVISION EXERCISED:** None

**DUTIES AND RESPONSIBILITIES:**

- Effectively and efficiently support case management practices through non-delegated routine tasks such as delivery and picking up forms, applications, and reports; gathering needed documents, pictures, school reports, doctor/specialist reports, RCMP/CPS reports, vital statistics from Guardians.
- Complete and apply for client identification such as birth certificates, passports, social insurance numbers and for Siksika Band Membership as requested.
- Monitor progress and update client files on medical, dental, optical, educational reports and client identifications (Band Membership, Alberta Health Care, passports, social insurance number) and other necessary related updates.
- Support Intervention team by inputting information on the provincially regulated intervention information system such as contact notes, updating legal authority, placements and other information as needed.
- Makes appropriate referrals for clients (i.e.: therapy, summer camps) when requested.
- *Due to limited space the duties of this position have been shortened, but will be made available to successful interview candidates only.*

**EDUCATION AND EXPERIENCE:**

- High School Diploma with three (3) years recent relevant experience.
- Experience working with Siksika families and children or with other First Nation children and families is an asset.

**WORK ENVIRONMENT:**

Unavoidable interruptions, changing priorities, workload emergencies, along with client trust relating to employee's mandate to investigate reports of abuse, neglect and emotion and injury. Periods of excessive activity. May have to share office space. Times of unavoidable overtime due to families' schedules and agency mandate. Must have valid driver's licence and access to a reliable vehicle that meets the requirements of approved anchor bolts for baby/child car seats and business insurance coverage minimum two (2) million liability.

Resumes and cover letters should be emailed to [familyserviceshrm@siksikafamilyservices.com](mailto:familyserviceshrm@siksikafamilyservices.com) before 11:00 p.m. of posting closing date. **PLEASE QUOTE Competition number #019-2021**

**IMPORTANT:** All applications *must* include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Drivers License

Please Note: Only **complete** applications will be considered.

SFSC wished to thank all applicants and advise that only those candidates selected for an interview will be contacted..