



Siksika Family Services Corporation
Support for Independence
Intake Assistant Worker
Job Posting –Permanent/FT
Closing Date – April 29, 2021



GENERAL STATEMENT OF POSITION:

The Intake Assistant is responsible for processing client applications for Supports for Independence to include; determining eligibility and issuing initial benefits; advising clients of their rights and responsibilities; and developing an initial assessment and case plan. In addition to making initial referrals appropriate to client's needs and advising ineligible clients of other resources and their right to appeal.

SUPERVISION RECEIVED: Intake Worker

SUPERVISION EXERCISED: None

LOCATION: Siksika Office

DUTIES AND RESPONSIBILITIES:

- Provides group orientation information and referral sessions to perspective applicants.
- Receives and reviews application package to ensure application is complete.
- Schedules meeting with applicant upon completion of the file being reviewed.
- Meets with applicants to review all available information, explain the purpose and process of the Intake Interview.
- Determines the initial level of benefits and eligibility of the standard or supplementary benefits.
- Informs clients of resources, both internal and external, and how to access such resources.
- Completes all necessary intake documents and verifies.
- Informs clients of what is expected of them throughout the process.
- Informs applicants of the services available to them from other on-reserve programs, federal and provincial programs and other external agencies.
- Generates payments to meet initial client needs once information is verified.
- Works closely with the Social Workers as part of the Siksika Family Services Corporate team.
- *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:

- Diploma of Social Work in addition to work experience related to Social Work.
- Registered Social Worker under the Alberta College of Social Workers Association is an asset.
- Experience working with Siksika families and children or with other First Nation children and families.

WORK ENVIRONMENT:

Normal office conditions, with periods of high work volume. Requires face to face meetings with Siksika Nation member clients and is expected to maintain professional conduct during office hours and a positive image within the community. Must be able to work in a team or individual setting.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 p.m. of posting closing. **PLEASE QUOTE Competition #035-2021**

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