



**Siksika Family Services Corporation**  
**Siksika Career Employment & Income Support (SCEIS)**  
**INTAKE WORKER - PFT**  
**Posting Closes – October 4, 2022**



**OVERVIEW:**

Siksika Income Support empowers Nation members to be self-sufficient and economically independent by providing financial and occupational support and working closely with Siksika Employment and Training Services.

Siksika Income Support is currently seeking an Intake Worker to assess, guide, and monitor clients in the areas of employment, training, education, health and/or wellness.

**SUPERVISION:** SCEIS Director

**RESPONSIBILITIES:**

- Assess new applicants' eligibility for Income Support (IS) Benefits and issues benefits according to client type and eligibility at the intake level.
- Maintain records according to Alberta Government: Expected to Work, Barriers to Full-Time employment Policies and Procedures.
- Communicates to new applicants the Income Support process, client and worker expectations, office procedures and statutory right to appeal.
- Transfer continuing clients to the appropriate CEC worker based on client-type assessment.
- Closing of non-continuing client files.
- Assist and comply with annual audits
- Perform client cheque disbursements on an intermittent daily basis.
- Offer informational services, job postings, job fairs, trades, programs, training opportunities.
- Offer self-help employment booklets, educational material, and tools.
- Provide a written report on all client success/follow-ups to Director.
- Other duties as assigned

**QUALIFICATIONS/EXPERIENCE:**

- Social Work Degree or Diploma
- Diploma or Certificate in Office Administration or related field will be considered
- Minimum 2 years experience in an office setting
- Group facilitation experience.
- Knowledge of aboriginal or Siksika culture, language, and history. Ability to speak the Blackfoot language an asset.
- Proficiency in Microsoft Office applications (MS Word, MS Excel, MS Outlook).
- Highly organized in prioritizing work, multi-tasking, meeting deadlines and time-management.
- Superior communication and customer service skills.
- Always maintains confidentiality.

**Resumes and cover letters** should be emailed to [familyserviceshrm@siksikafamilyservices.com](mailto:familyserviceshrm@siksikafamilyservices.com) before 11:00 pm of the posting closing date. **PLEASE QUOTE** posting # 035-2022 on cover page.

**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:** Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated and provide proof to SFS Human Resources. Reasonable accommodation will be made if the successful candidate cannot be vaccinated due to grounds protected by human rights.

**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.