



**Siksika Family Services Corporation**  
**Support for Independence**  
**Intake Worker -2 year contract**  
Closing Date – Open till suitable candidate found



**GENERAL STATEMENT OF POSITION:**

The Intake is responsible for completing the client's applications for Supports for Independence, determining eligibility, determining 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:** Casework Supervisor

**SUPERVISION EXERCISED:** None

**LOCATION:** Siksika Office

**DUTIES AND RESPONSIBILITIES:**

- Meets with applicants to review all available information, explain the purpose and process of the Intake interview, assess and determine eligibility as per IS on reserve policies. Prior to this, the Intake Worker reviews the application package and closed files.
- Provides group orientation information and referral sessions to perspective applicants.
- Travels to the client's residence, hospital or community agency to complete Intake as required.
- Assesses the necessity of missing documents and take appropriate action.
- Determines the initial level of benefits and eligibility of standard or supplementary benefits.
- Informs clients of resources, both internal and external, and how to access them.
- Completes all necessary intake documents.
- Generates payments to meet initial client needs once information is verified.
- Informs clients of what is expected of them.
- Informs applicants of the services available to them from other on-reserve programs, federal and provincial programs and other external agencies.
- *Due to limited space the duties of this position have been shortened but will be made available to successful candidates only.*
- **EDUCATION AND EXPERIENCE:** Bachelor of Social Work or 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 some travel and 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](mailto:familyserviceshrm@siksikafamilyservices.com) before 11:00 p.m. of posting closing. **PLEASE QUOTE Competition #034-2021**

**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.