

# Employment Opportunities



**Position:** SN Financial Assistance Program-Team Lead

**Service Area:** Siksika Support Centre

**Location:** Siksika Nation Tribal Administration

**Salary:** Based on Education and Experience

**Date Posted:** June 24,2025

**Closing Date:** July 27,2025

**Competition Number:** SSCESTM-02-06-09-25

## POSITION SUMMARY:

The Emergency Supports Team Lead will work under the supervision of the Manager of Siksika Support Services. General duties include ensuring emergency supports services are provided in a timely and compassionate manner including appropriate measures taken where deemed necessary when Nation members need longer-term support.

## DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Oversee the receiving of emergency expenses requests from Siksika Membership
- Review needs assessment and background checks to validate and identify appropriate action(s) whether emergency travel, financial and / or family care assistance or general sports or cultural activity support.
- Review emergency expense matters for requests/referrals made to Siksika Treasury Administration, Siksika Family Services and Siksika Health.
- Reviewing completed accounts payable voucher(s) for approval and processing for emergency expense expenditures for Siksika Treasury Administration.

## MINIMUM QUALIFICATIONS:

### Required Knowledge, Skills, and Abilities

- Effective written and oral communication skills.
- Ability to establish and maintain effective professional working relationships with internal and external parties to fulfill program mandate.
- Ability to plan, organize and ensure effective dialogue with client(s), team members, management, inter and external agencies.
- Active listening and ability to determine client needs.
- Developed interpersonal, de-escalation and multitasking skills.
- Ability to work in a high stress environment.
- Diplomacy with various situational scenarios.
- Establish and maintain network of contacts to access information and/or refer client(s).
- Maintain client and file confidentially.
- Microsoft Office Suite and database systems experience.
- Able to work with minimal supervision.

### Education and Experience

- Minimum Diploma in Human Services Field or relevant credentials
- Two to three years related work experience.

EMAIL [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) To Apply, Receive a Job Description or Employment Application form.  
CALL 403-734-5567 or 403-734-5579 to learn more.

WEBSITE [www.siksikanation.com](http://www.siksikanation.com)

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.