

# Employment Opportunity



**Position:** Needs Assessment Liaison  
**Service Area:** Siksika Support Centre  
**Location:** Siksika Support Centre  
**Salary:** Based on Education and Experience  
**Date Posted:** November 21, 2025  
**Closing Date:** November 28, 2025  
**Competition Number:** SSE-01-11-21-25

## POSITION SUMMARY:

The Pilot Project is seeking a Needs Assessment Liaison to bridge service coordination with advocacy, community engagement, and evidence-based reporting to supporting the Siksika Nation's long-term vision for equitable, sustainable disability services.

In addition to direct service navigation, the Liaison plays a key role in collecting and documenting service experiences, outcomes, and systemic barriers directly from individuals to inform ongoing data assessment and research for future funding and system reform

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

- Assist individuals with developmental disabilities and their families in accessing services through the Pilot Project, Nation-delivered services, and external programs (e.g., Alberta PDD, AISH, Jordan's Principle).
- Liaise with internal departments (health, housing, education, income support) and external service providers.
- Organize public education activities on disability inclusion, rights, and services
- Support the Siksika Nation's Adults with Disabilities Needs Assessment by maintaining records of service navigation, barriers faced, and unmet needs.
- Regular reporting to the Implementation Manager.

## MINIMUM QUALIFICATIONS:

### Required Knowledge, Skills, and Abilities

- 3–5 years of experience in health navigation, disability services, research coordination, or community outreach.
- Demonstrated **experience in preparing Needs Assessments**, preferably within First Nations or disability contexts.
- Experience in First Nations-led programming.
- Familiarity with OCAP and Indigenous research ethics.

## Education and Experience:

Post-Secondary Diploma in Business Administration or related field required.

Minimum of three years of relevant work experience

## Other:

Valid Alberta Class 5 Driver's License.

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

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

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)