

# Employment Opportunity



**Position:** Intake Assessor  
**Service Area:** Siksika Support Centre  
**Location:** Siksika Support Centre  
**Salary:** Based on Education and Experience  
**Date Posted:** November 17, 2025  
**Closing Date:** December 1, 2025  
**Competition Number:** SSE-01-11-17-25

## POSITION SUMMARY:

The Intake Assessor will work with a multi-disciplinary team and is responsible for providing services to the Siksika Nation members through effective service delivery. The Intake Assessor will provide a range of intake and assessment in a collaborative and supportive team environment. The Intake Assessor provides client services by responding to requests for services, assessing client needs and completing referrals for appropriate services within the community. This position works within all direct provisions and ensures all policies and procedures are in compliance with Siksika Health Services, Siksika Family Services Corporation, and Siksika Nation Administration – Siksika Justice & Treasury departments.

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

- Complete intake package with client. Obtain full and detailed report of the client needs and streamline to the appropriate services/department.
- Completing initial assessment and documentation on referred cases and completing files disclosures as required.
- Responsible for setting up initial case management meetings with the multi-disciplinary team.
- Responsible for monthly reviews of clients' progress with multi-disciplinary team.
- Case management – ensuring all aspects of client access to service is documented in the data base.

## MINIMUM QUALIFICATIONS:

### Required Knowledge, Skills, and Abilities

- Demonstrable experience assessing similar subject matter.
- Fair, meticulous, and swift approach to assessment.
- Exceptional record-keeping, multitasking, and dispute resolution abilities.
- Adherence to predetermined assessment-related deadlines.
- Unwavering observation of guidelines surrounding confidentiality.
- Capacity to transport and assess scripts in a safe manner.

### Education and Experience:

Bachelor of Social Work degree and other related experience

Social Work diploma may be considered with extensive direct work experience.

Bachelor's degree in a related Social Science discipline with three (3) years direct related experience may be considered.

Experience working with Siksika families and children is an asset.

Database experience an asset.

### Other:

Valid Alberta Class 5 Driver's License.

Current Criminal Records Check.

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

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.