

Employment Opportunity



Position: Intake Specialist
Service Area: Siksika Support Centre
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: October 9, 2026
Closing Date: October 23, 2026
Competition Number: TM-01-10-09-26

POSITION SUMMARY:

An Intake Specialist with SN Financial Assistance program acts as the primary point of contact for new clients, gathering information, verifying data and managing initial documentation. This position is responsible for the financial assistance intake, accurate and timely referral to the financial assistance, donation requests or prevention funds streams of support. They are responsible for receiving the initial call/contact regarding financial assistance clients and ensure applications are completed prior to review. The Intake Specialist works closely with the SN Financial Assistance team to ensure quality support for our Siksika Nation members.

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

1. Client Communication: Acting as the first point of contact for inquiries, explaining services, and setting expectations for potential clients.
2. Screens new community referrals and conducts assessments of new clients to determine client goals and service eligibility.
3. Receive and respond to initial communication via email, telephone, in person.
4. Make appropriate referrals to Siksika Support Services programs and/or community support services as needed.
5. Input specified statistical information for funding and reporting purposes.

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Knowledge of Siksika Support Services principles and standards.
- Skilled in Microsoft Office Suite.
- Strong written and verbal communication and interpersonal skills.
- Strong organizational and time management skills.

Education and Experience

Diploma in Office Administration, Social Work or related field required.

Certificate in Office Administration, Social Work or related field and one year of relevant work experience in office administration, customer service or social work required.

Minimum of High School Diploma and two years of relevant work experience in office administration, customer service or social work required.

Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License required.

Other:

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

EMAIL 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

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