



Siksika Family Services Corporation
SIKSIKA CHILDREN'S SERVICES
Case Aide
Temporary Limited Term
June 2019



GENERAL STATEMENT OF POSITION:

The Case Aide works in collaboration with the Intervention Team to support the effective & efficient case management practices that produces the best outcome for children and families as per the Child, Youth, and Family Enhancement Act (CYFEA) and is part of the Siksika Children's Services Intervention work unit. The Case Aide provides a variety of non-delegated services to assist the Intervention Team. This position works within all direct provisions and ensures compliance to the Child, Youth, and Family Enhancement Act (CYFEA), other related legislation, and the policies and procedures of Siksika Family Services Corporation.

The Case Aide is responsible for the implementation and delivery of the Siksika Children's Services Program in accordance to Siksika culture and traditions incorporated by the agency.

LOCATION: Siksika Children's Services Siksika and Calgary Office

SUPERVISION RECEIVED:

The Case Aide works under the direction of the Siksika Children's Services Intervention Supervisor.

SUPERVISION EXERCISED:

N/A

DUTIES & RESPONSIBILITIES:

- Effectively and efficiently support case management practices through non-delegated routine tasks such as delivering and picking up forms, applications, and reports; gathering needed documents, pictures, school reports, doctor/specialist reports, RCMP/CPS reports, vital statistics from Guardians.
- Complete and apply for client identification such as birth certificates, passports, social insurance numbers and for Siksika Band Membership as requested.
- Monitor progress and update client files on medical, dental, optical, educational reports and client identifications (Band Membership, Alberta Health Care, passports, social insurance number) and other necessary related updates.
- Support Intervention team by inputting information on the provincially regulated intervention information system such as contact notes, updating legal authority, placements, and other information as needed.



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- Maintains complete and accurate record of referrals/resources and explains application procedures to clients.
- Client Transports & Other Services;
 - When the Intervention team cannot provide or arrange transportation the Case Aide can provide emergency transportation for client to medical, counseling, assessments, and planned.
 - Supervise 'supervised visits' of clients, monitor the visits, terminate visit if necessary, and provide a written report.
- Perform other duties as assigned and approved by Intervention Team Lead.

MINIMUM QUALIFICATIONS:

- Ability to plan, organize and prioritize tasks. Diplomatic and professional, with excellent communication, negotiation and interpersonal skill
- Strong skills in using computers and programs such as Microsoft Office Excel, Word, Outlook, and PowerPoint.
- Knowledge of community service agencies/resources and their mandates

EDUCATION AND EXPERIENCE:

- High School Diploma with the intent of pursuing a Social Work Diploma. Minimum 2 years recent relevant experience.
- Experience working with Siksika families and children or with other First Nation children and families is an asset

WORK ENVIRONMENT:

This position is located at either the Siksika Children's Services Siksika or Calgary location.

- Unavoidable interruptions, changing priorities, workload emergencies, along with client trust relating to employee's mandate to investigate reports of abuse, neglect and emotion and injury.
- Periods of excessive activity.

JOB REQUIREMENTS/CERTIFICATIONS:

- Clear Criminal Record check dated within the last 6 months of application date. May need to update Criminal Record Check as directed by agency.
- Clear Child Intervention Check through current provincially regulated intervention information system.



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COMPENSATION:

Salary will be based on qualifications, education and experience.

CLOSING DATE:

Position will remain open until suitable candidate is found.

Candidates are encouraged to apply early to ensure their application is given consideration and to have their Child Intervention Check and Criminal Record Check ready for submission as the position is currently vacant and the organization is seeking to make an immediate placement. Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com

SFSC thanks all applicants and wishes to advise that only those candidates selected for an interview will be contacted.