



**Siksika Family Services Corporation**  
**Siksika Children's Services**  
**Intake/Assessor**  
**Job Posting –Permanent F/T**  
Closing Date – January 4<sup>th</sup>, 2021



**GENERAL STATEMENT OF POSITION:**

The Intake/Assessor is responsible for providing services to Siksika children, youth and families through effective service delivery under the Alberta Child, Youth and Family Enhancement Act (CYFEA). The Intake/Assessor will provide a range of Intake and Investigation/Assessment services to children and families in a collaborative and supportive team environment. The Intake/Assessor receives and investigates community inquiries or concerns regarding children/youth that may be in need of intervention as per the child, Youth and Family Enhancement Act (CYFEA) and is part of the Siksika Children's Services Intervention work unit. The Intake/Assessor provides client service by responding to requests for service, assessing client needs and completing referrals for appropriate services within the community. 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.

**SUPERVISION RECEIVED:** Siksika Children's Services Intake & Investigations Team Lead

**SUPERVISION EXERCISED:** Indirectly – Monitors client's progress and effectiveness of service providers.

**DUTIES AND RESPONSIBILITIES:**

- Obtain full and detailed report of the incident or condition that has brought up the concern that a child/youth may be in need of protection. Inquiring about the current location of the child and the parent/caregiver and the accessibility of the alleged perpetrator to the alleged victim; inquiring about names and contact information for any other witnesses.
- Obtaining information about the child and family's support network including relatives, extended family or community members who may be potential supports for the child and family.
- Assess factors and risk factors of the family environment by gathering, analyzing, and assessing information on the youth/child and their family to determine the safety of the youth/child within the provisions of the Alberta Child, Youth and Family Enhancement Act (CYFEA). Gathering facts which may include interviewing clients, family members and appropriate additional information sources such as school personnel, police and neighbors.
- *Due to limited space the duties of this position have been shortened, but will be made available to successful candidates only.*

**EDUCATION AND EXPERIENCE:** Bachelor of Social work degree and other related experience. Social Work Diploma may be considered with extensive direct work experience. Bachelor degree in a related social science discipline with three (3) years' direct related experience may be considered. Experience working with Siksika families and children or with other First Nation children and families is an asset.

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**WORK ENVIRONMENT:**

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. May have to share office space. Times of unavoidable overtime due to families' schedules and agency mandate. Must have valid driver's licence and access to a reliable vehicle that meets the requirements of approved anchor bolts for baby/child car seats and business insurance coverage minimum two (2) million liability.

Resumes and cover letters should be emailed to [familyserviceshrm@siksikanation.com](mailto:familyserviceshrm@siksikanation.com) before 11:00 p.m. on closing date. **Please quote posting #006-2021.** Successful candidates are required to produce a clear Criminal Record and Child Intervention Check prior to commencement.

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