



Siksika Family Services Corporation
SIKSIKA CHILDREN'S SERVICES
Intake Worker
Permanent Fulltime
January 2019



GENERAL STATEMENT OF POSITION:

The Intake Worker receives and responds to 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 the Siksika Children's Services Intervention work unit. The Intake Worker 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. The Intake Worker 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 Intake Worker works under the direction of the Siksika Children's Services Intervention Supervisor.

DUTIES & 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 the family;
- Assess factors and risk factors of the family environment by gathering, analyzing, and assessing information on the youth/child and their family. Gathering facts which may include interviewing clients, family members and appropriate additional information sources such as school personnel, police and neighbors
- Confirm identity of the child and family by gathering collateral information and identification documents/registration numbers/etc.
- Work collaboratively with Supervisor and Assessor in compiling and completing case file documents to close the case; assist as required with the preparation of cases for court and provide evidence in court as required;



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- Demonstrate a wide range of skills and knowledge of intervention resources and methods including an in-depth knowledge of assessments, safety planning, accessing resources, and the cultural competency required for the Intervention service.
- Responsible to operate within their delegated authority through mandatory on-going consultation with Supervisor at all decision points.
- Active and lead participant in case conferences and transfer meetings for clients and files.
- Ensure all documentation is accurate on CICIO. All contact, activities, progress, and relevant information on each child, youth, and family is properly documented.
- Responsible for adhering to the Personnel Policies and Procedures that are approved by the Siksika Family Services Board of Directors.
- Prepares updates and reports on Intakes as required by Supervisor.
- Participates in promotional and agency wide activities.
- Work in partnership with other Siksika Nation departments to provide services to clients/families.
- Promote and encourage Siksika cultural inclusion in all service delivery.

MINIMUM QUALIFICATIONS:

- Clinical skills in assessing risk factors of service needs for the child
- Knowledge of theories, indicators and impacts related to identifying physical, sexual, and emotional abuse of children, as well as indicators of Neglect of children
- Siksika cultural awareness in case planning.
- Must possess excellent computer skills

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.

WORK ENVIRONMENT:

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



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- 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.

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.