



Siksika Family Services Corporation
Siksika Children's Services
Intakes & Investigations T/L-Daytime
Job Posting –Permanent F/T
Closing Date – February 9, 2022



GENERAL STATEMENT OF POSITION:

The Intakes & Investigations Team Lead (Daytime) is a lead role in the Siksika Children's Services Intakes & investigations unit which operates 8:00 – 4:30 p.m. The T/L manages the Intake and Assessment duties for the Siksika Children's Services. Intake & Investigations involve determining urgency of response, review and analyze assessment information, provide consultation in the deciding of the intervention as defined in the Child, Youth, and Family Enhancement Act (CYFEA). The Intakes & Investigations Team Lead provides leadership, training, support, orientation, and direction to the Intake & Investigations Unit. This position approves all direct service provisions and ensures compliance to the Child, Youth, and Family Enhancement Act (CYFEA), other related legislation, and the policies and procedures of the Siksika Family Services Corporation.

SUPERVISION RECEIVED: Siksika Children's Services Program Manager – Off Reserve

SUPERVISION EXERCISED: Intake, Assessor, Intake-Assessors (2)

DUTIES AND RESPONSIBILITIES:

- Collaboratively work with and supervise a competent and responsive team that provides Intake & Investigation services to clients during and outside of regular working hours. Expected to work collaboratively with other units with Siksika Children's Services.
- Provide direction and support to your team as they provide services defined within the Child, Youth, and Family Enhancement Act (CYFEA). Remains current with amendments to the CYFEA and trains staff accordingly.
- Provide strong leadership to the Intakes & Investigations Daytime team that provides quality and culturally sensitive services to children, youth and families.
- 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 Intakes & Investigations service.
- *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. 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.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 p.m. of posting closing. **PLEASE QUOTE** posting #002-2022 on Cover Letter.

IMPORTANT: Applications must include the following:

1. **Resume (including Degree/Diploma/Certificates) and/or other pertinent documents**
2. **employee references - 3 former Supervisors & Ph. #**
3. **Current Criminal Record Check and Child Intervention Check**
4. **Copy of current Drivers Licence**

The Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated. The successful candidate must be fully vaccinated and provide SFS Human Resources with proof of vaccination. The Siksika Family Services will provide reasonable accommodation, if the successful candidate cannot be vaccinated due to grounds protected by human rights legislation.

PLEASE NOTE: Only complete applications will be considered. SFSC thanks all applicants and wishes to advise, that only those candidates selected for an interview will be contacted.