



Siksika Family Services Corporation
SIKSIKA CAREER AND INCOME EMPLOYMENT SUPPORT
Support and Financial Services Advisor
Calgary, AB

Closing Date: OPEN until position is filled.
09/2023



GENERAL STATEMENT OF POSITION:

The Support and Financial Services Advisor (SFSA) could assess, guide, and monitor clients in the areas of employment, training, education, health and/or wellness.

REPORTS TO: Career employment consultant.

DUTIES AND RESPONSIBILITIES:

- Work closely with the Barrier to Full-Time Employment (BFE) client group
- Performs assessment for service needs determination for clientele:
 - Assesses client's needs, strengths and challenges in a one-to-one interview or in a group setting, depending on available resources.
 - Assists the client to determine and take ownership of their own plan of action; and
 - Transitions and/or refers clients to the appropriate resources.
- Once eligibility under the Barrier to Full-Time Employment (BFE) is determined, issues financial benefits and maintains records according to Alberta Government: Expected to Work/Barriers to Full Time Employment Policies and Procedures.
- Liaises with the other Siksika Nation services areas, educational institutions, local community-based organizations and relevant government departments.
- Completes client home visits and/or hospital visits to gather information as needed.
- Provide and report on client successes/follow-ups and include in verbal, written, and presentation reporting.
- Complies with annual file audit.
- Other duties as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor of Social Work, or in human services such as Sociology or Psychology preferred; diploma or degree in related field may be considered.
- A minimum of 2 years previous experience working in the Social Work field.
- Familiar with policies and procedures of the Alberta Government: ETW/BFE Policies and Procedures as well as Canada Labor Code and Employment Standards.
- Be adept at performing interviews and counseling with proven experience in ethical practice.
- Competent case management and record keeping.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com

Please quote **Job Title** on your cover letter.

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.