



**Siksika Family Services Corporation**  
**SIKSIKA CHILDREN'S SERVICES PREVENTION**  
**Administrative Support Worker**  
Permanent Full-time  
July 2025



**GENERAL STATEMENT OF POSITION:**

The Administrative Support Worker is responsible for the development of new files and maintains an efficient, safe, and controlled filing system while abiding by Provincial filing standards. Additionally entering information in the current provincially regulated intervention information system, work closely with finance on the compiling and preparing of data and reports. This role is an integral part of the Administration Support Team and works closely with Intervention Generalists.

**Duties & Responsibilities:**

- Opens, closes, and maintains (properly and securely stored) filing systems for related programs/services. Files are developed and maintained consistently following provincial standards.
- Prepare skeleton files and files for transport as per Siksika and Provincial policy.
- Prepares files for transport as per Siksika and Provincial Policy.
- Archive filing on an on-going basis in accordance with provincial file standards.
- Assist in gathering and preparing information for reports as requested.
- Assist in keeping updated inventory of all office property; computers, filing cabinets, cabinet and desk keys, furniture, photocopier, fax machine, vehicles, etc.
- Inventory of all program forms and re-order as needed.
- Assist in ordering and maintaining inventory of office supplies.
- Perform administrative tasks as needed for Intervention workers such as photocopying, faxing, scanning, and assist with filling out forms.
- Assist with submitting staff timesheets, inter-office mail, photocopying and faxing for staff as requested.
- May be requested to take meeting minutes and perform other related administrative duties.

**EDUCATION AND EXPERIENCE:**

- Certificate/diploma from Clerical or Administrative Support program and three (3) year related experience in the field of administrative support or related field.
- Completion of computer training or demonstrated computer knowledge and skill.
- Experience working with Siksika families and children or with other First Nation children and families is an asset.

Resumes, cover letters and the other documents listed below should be emailed to [hrm@siksikafamilyservices.com](mailto:hrm@siksikafamilyservices.com)

Please quote **Administrative Support Worker** 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.*