



Siksika Family Services Corporation
SIKSIKA CHILDREN'S SERVICES PREVENTION
Intakes & Investigations Team Lead
Permanent Full-time
July 2025



GENERAL STATEMENT OF POSITION:

The Intakes & Investigations Daytime Team Lead manages the Intake and Assessment duties for Siksika Children's Services. Intake and Investigations involve determining urgency of response, review and analyze assessment information, provide consultation in making a determination of the intervention as defined in the Child, Youth, and Family Enhancement Act (CYFEA).

Establish the type of service required to meet the needs and urgency of the needs of the child and family and developing the case plan. 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 Siksika Family Services Corporation.

Duties & Responsibilities:

- Collaboratively work with and supervise a competent and responsive team that provides Intake & Investigation services to clients during regular working hours. Expected to work collaboratively with other Units within 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.
- Provides 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.
- Responsible to ensure all staff understand and operate within their delegated authority through mandatory on-going consultation.
- Interprets program/agency policies and procedures to program staff, Siksika Children's Services staff, Siksika Departments, outside agencies/service providers, Siksika Family Services Board of Directors, Siksika Leadership, other First Nations, and the general public as needed
- Ensure program staff executes their duties within policy, procedures, regulations, and follow proper protocol. The Safety Assessment and Detailed Assessment are performed under the authority of section (6)(2)(a) (assessment approach) or (6)(2)(b) (investigative approach).
- Assigns and adjusts caseloads for each team member during periods of excessive activities or emergencies. Identifies service gaps and makes recommendations to management.
- Ensure success for the Intakes & Investigations team by setting both individual and unit goals, providing ongoing case consultation, supervision with staff, and maintaining a strong effective team that embraces change.



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- Scheduled one on one meeting with staff and Child Intervention Casework Information Online (CICIO) reviews to ensure accuracy and timelines are being followed.
- Active participant in case conferences and transfer meetings for clients and files.
- Ensure all documentation is accurate and current for the Intakes & Investigations team as well as on CICIO. All contact, activities, progress, and relevant information on each child, youth, and family is properly documented.
- On-going performance evaluation of staff members to identify areas of change and training.
- Responsible for adhering to the Personnel Policies and Procedures that are approved by the Siksika Family Services Board of Directors when dealing with employee matters such as employee recognition, disciplinary procedure, leaves of absence, etc.
- Prepares monthly reports to the Program Manager and may be asked to prepare reports for the Board of Directors and outside agencies. Participates in strategic planning for the agency while keeping in line with the Business Plan.
- Attends regularly scheduled meetings at the Supervisory level and is part of the Supervisor Team who conducts agency wide training, development, planning, etc.
- Responsible for addressing complaints against program or staff by documenting the complaint, action taken, follow-up, and ensuring the process is properly documented through personnel policy and procedure.
- 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.

EDUCATION AND EXPERIENCE:

- Bachelor 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, cover letters and the other documents listed below should be emailed to hrm@siksikafamilyservices.com

Please quote **Intakes & Investigations Team Lead** 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.