



Siksika Family Services Corporation SIKSIKA CHILDREN'S SERVICES

Case Aide CALGARY

Permanent Full-time
September 2025



GENERAL STATEMENT OF POSITION:

The Case Aide works in collaboration with the Intervention Team to support the effective & efficient case management practices that produces the best outcome for children and families as per the Child, Youth, and Family Enhancement Act (CYFEA) and is part of the Siksika Children's Services Intervention work unit. The Case Aide provides a variety of non-delegated services to assist the Intervention Team. 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 Case Aide 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.

Duties & Responsibilities:

- Effectively and efficiently support case management practices through non-delegated routine tasks such as delivering and picking up forms, applications, and reports; gathering needed documents, pictures, school reports, doctor/specialist reports, RCMP/CPS reports, vital statistics from Guardians.
- Complete and apply for client identification such as birth certificates, passports, social insurance numbers and for Siksika Band Membership as requested.
- Monitor progress and update client files on medical, dental, optical, educational reports and client identifications (Band Membership, Alberta Health Care, passports, social insurance number) and other necessary related updates.
- Support Intervention team by inputting information on the provincially regulated intervention information system such as contact notes, updating legal authority, placements, and other information as needed.

Please email hrm@siksikafamilyservices.com for full job description

EDUCATION AND EXPERIENCE:

- High School Diploma with 3 years recent relevant experience.
- 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 **Case Aide** 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.