



Siksika Family Services Corporation SIKSIKA CHILDREN'S SERVICES

Intake Worker

STRATHMORE

Permanent Full-time

November 2025



Closing Date: OPEN until suitable candidate is selected

GENERAL STATEMENT OF POSITION:

The Intake Worker receives and responds to community inquiries or concerns regarding children/youth that may be in need of intervention as per the Child, Youth, and Family Enhancement Act (CYFEA) and is part of the the Siksika Children's Services Intervention work unit. The Intake Worker provides client service by responding to requests for service, assessing client needs, and completing referrals for appropriate services within the community. 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.

Duties & Responsibilities:

- Obtain full and detailed report of the incident or condition that has brought up the concern that a child/youth may be in need of protection. Inquiring about the current location of the child and the parent/caregiver and the accessibility of the alleged perpetrator to the alleged victim; inquiring about names and contact information for any other witnesses
- Obtaining information about the child and family's support network including relatives, extended family, or community members who may be potential supports for the child and the family;
- Assess factors and risk factors of the family environment by gathering, analyzing, and assessing information on the youth/child and their family. Gathering facts which may include interviewing clients, family members and appropriate additional information sources such as school personnel, police and neighbors
- Confirm identity of the child and family by gathering collateral information and identification documents/registration numbers/etc.
- Work collaboratively with Supervisor and Assessor in compiling and completing case file documents to close the case; assist as required with the preparation of cases for court and provide evidence in court as required;
- 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 Intervention service.
- Responsible to operate within their delegated authority through mandatory on-going consultation with Supervisor at all decision points.
- Active and lead participant in case conferences and transfer meetings for clients and files.
- Ensure all documentation is accurate on CICIO. All contact, activities, progress, and relevant information on each child, youth, and family is properly documented.
- Responsible for adhering to the Personnel Policies and Procedures that are approved by the Siksika Family Services Board of Directors.

Please email hrm@siksikafamilyservices.com for full job description

EDUCATION AND EXPERIENCE:

- Bachelor of Social Work degree and other related experience. Social Work Diploma may be considered with extensive direct work 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 Intake 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.