



Siksika Family Services Corporation
Siksika Career Employment and Income Support
Intake Worker

Permanent Full Time
Closing Date: OPEN until position is filled.
1/2026



GENERAL STATEMENT OF POSITION:

The Intake Worker holds the key position in greeting and directing clients and visitors; and is responsible for the operation and functionality of the Resource Room. Must maintain a positive, reliable, and competent demeanor with the ability to multi-task and provide excellent service. The Intake Worker maintains excellent communication and organizational skills with the ability to work closely with the Clients, Receptionist, Support and Financial Services Advisor (SFSA), Social Worker, SCEIS Supervisor, and all other members of the department and organization. The Intake Worker is responsible for the assessment of a new applicant's eligibility for Income Support (IS) Benefits and issues financial assistance according to client type and eligibility at the Intake level in accordance with Alberta Works Income Support Policy and Procedures.

REPORTS TO: SCEIS Director, & SCEIS Supervisor as required

DUTIES AND RESPONSIBILITIES:

- Provide an efficient interview and assessment of applicant's situation and needs
- Obtain and review all intake forms and documents to ensure completion
- Complete assessments and assign client category to determine applicant's initial eligibility for Income Support (IS) Benefits according to Alberta Works Income Support Policy, issue appropriate IS benefits and maintain records according to Alberta Government
- Communicate information to the new applicants about the Income Support process, client and worker expectations, office procedures and statutory right to appeal
- Transfer continuing clients to the appropriate worker for ongoing Income Support assistance
- Complies with annual file audit
- Offer Informational Services: self-help employment information booklets, educational materials and tools, job postings, job fairs, trades, programs, and training opportunities
- Assist individuals in the Resource room with Employment Search, computer use, and printing
- Offer informational services for Non-Nation members; Assist with all non-financial services
- Perform mini-assessments with clients and directs clients to the appropriate person or agency
- Work closely with the SCEIS Social Worker, SFSA, Receptionist and Supervisor
- Efficient typing and computer skills required, specifically in Microsoft Office

For Full Job Description please email hrm@siksikafamilyservices.com

EDUCATION AND EXPERIENCE:

- Social Work Diploma and other related experience. Diploma in related field may be considered with extensive direct work experience
- 2 years experience in an office setting
- Knowledge of Siksika Language and Culture
- Career Counselling Certificate

Resumes and cover letters 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.