



Siksika Family Services Corporation
SIKSIKA CHILDREN'S SERVICES

CASE AIDE
STRATHMORE
Permanent Full-time
February 2026



Closing Date: OPEN until suitable candidate is selected

GENERAL STATEMENT OF POSITION:

The Case Aide works in collaboration with the Placement Resource 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.

Duties & Responsibilities:

- Effectively and efficiently support case management practices through non-delegated routine tasks such as delivery and picking up forms, applications, and reports; gathering needed documents, pictures, school reports, doctor/specialist reports, RCMP/CPS reports, vital statistics from Guardians/Caregivers.
- Monitor progress and update Caregiver files on medical, dental, optical, and other necessary related updates.
- Support Placement Resources Teams by inputting information on the provincially regulated intervention information system such as contact notes, updating legal authority, placements, and other information as needed.
- Makes appropriate referrals for clients (i.e.: therapy, summer camps) when requested.
- Assist clients in completing necessary forms for referral services/resources. Obtain and verify factual necessary information and make contact with community resources as assigned.
- Maintains complete and accurate record of referrals/resources and explains application procedures to clients.
- Client Transports & Other Services;
 - When the Placement Resources Teams cannot provide or arrange transportation the Case Aide can provide emergency transportation for client to medical, counseling, assessments, and planned.
 - Required to take clients/families to their first initial therapy session to ensure that they are provided the proper location and meet the assigned therapist.
 - Supervise 'supervised visits' of clients, monitor the visits, terminate visit if necessary, and provide a written report.
 - Assist the Intervention Team when required in the movement of children-in-care to a new placement by moving the child's personal belongings ONLY which will require physical lifting.
- Perform other duties as assigned and approved by Placement Resource Team Lead.

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.