



Siksika Family Services Corporation
SIKSIKA CHILDREN'S SERVICES

Case Aide- On reserve

Permanent – Full- Time

Closing Date: OPEN until position is filled.

09/24



GENERAL STATEMENT OF POSITION:

The Case Aide works in collaboration with the Child Protection Team to support the effective and efficient case management practices that produce 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 Child Protection Team. The Case Aide provides a variety of non-delegated services to assist the Child Protection 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.

REPORTS TO: Siksika Children's Services Child Protection Team Lead

DUTIES AND RESPONSIBILITIES:

- Effectively and efficiently support case management practices through non-delegated routine tasks such as delivering and picking up forms, application, and 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 Memberships, Alberta Health Care, passports, social insurance number) and other necessary related updates.
- Support Child Protection team by inputting information on the provincially regulated Child Protection information system such as contact notes, updating legal authority, placements and other needed information as needed.
- Makes appropriate referrals for clients (i.t.: therapy, summer camps) when requested
- Assist clients in completing necessary forms for referral service/resources as assigned.
- Maintain complete and accurate record of referrals/resources and explains application procedures to clients.
- Provide Client transport when needed and other services.

EDUCATION AND EXPERIENCE:

- Highschool Diploma with 3 years recent relevant experience.
- Experience working with Siksika Families and children or with other First Nations children and families is an asset.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com

Please quote **Job Title** 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.