



**Siksika Family Services Corporation**  
SUPPORT FOR INDEPENDENCE  
**Intake Assistant Worker**  
**On-reserve**  
(Contract basis)



Closing Date: OPEN until position is filled.  
10/24

**GENERAL STATEMENT OF POSITION:**

The Intake Assistant is responsible for processing clients applications, data, filing and all administrative duties for Intake Workers. In addition to making initial referrals appropriate to client's needs and advising ineligible clients of other resources and their right to appeal

**REPORTS TO: Intake Worker**

**DUTIES AND RESPONSIBILITIES:**

- Provides group information and referral sessions in perspective applicants.
- Receives and reviews application package to ensure application is complete.
- Schedule meeting with applicant upon completion of the file being reviewed.
- Meets with applicants to review all available information, explain the purpose of the Intake Interview.
- Inform clients of resources, both internal and external, and how to access such resources.
- Completes all necessary intake documents and verifies.
- Inform clients of what is expected of them throughout the process.
- Inform applicants of the services available to them from other on-reserve programs, federal and provincial programs and other external agencies.
- Works closely with the Social Workers as part of the Siksika Family Services Corporate team.

**EDUCATION AND EXPERIENCE:**

- Experience working with Siksika Families and children or with other First Nation children and families.

Resumes and cover letters should be emailed to [hrm@siksikafamilyservices.com](mailto:hrm@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.*