



**Siksika Family Services Corporation**  
**SIKSIKA CHILDREN'S SERVICES**  
**Intake/Assessor**  
**Strathmore Office**  
**PERMANENT FULL TIME**



Closing Date: OPEN until position is filled.  
11/24

**GENERAL STATEMENT OF POSITION:**

The Intake/Assessor receives and investigates community inquiries or concerns regarding children/youth that may need intervention as per the Child, Youth, and Family Enhancement Act (CYFEA) and is part of the Siksika Children's Services Intervention work unit. The Intake/Assessor 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.

**REPORTS TO: Siksika Children's Services Intakes & Investigations Team Lead**

**DUTIES AND RESPONSIBILITIES:**

- Obtain full and detailed report of the incident or condition that has brought up the concern that a child/youth may need 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 support for the child and the family.
- In-depth knowledge pertaining to child development and safety, family or original issues, and the health, social and psychological conditions affecting children's behaviors.
- Demonstrated sound judgement and decision making.
- Ability to plan and implement effective case conferences with key people in child's circle of influence and service providers.
- Knowledge in Signs of Safety practice tool (SOS), ability to accomplish effective SOS practice with children and families on caseload.
- Assess factors and risk factors of the family environment by gathering, analyzing, and assessing information on the youth/child and their family to determine the safety of the youth/child within the provisions of the Alberta Child, Youth, and Family Enhancement Act (CYFEA). Gathering facts which may include interviewing clients, family members and appropriate additional information sources such as school personnel, police, and neighbors.
- Demonstrate a wide range of skills and knowledge of intervention resources and methods including an in-depth knowledge of assessments, safety plan

**EDUCATION AND EXPERIENCE:**

- Bachelor of Social Work degree and other related experience. Social Work Diploma may be considered with extensive direct work experience.
- Bachelor's 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 and cover letters should be emailed to [hmr@siksikafamilyservices.com](mailto:hmr@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.