



Siksika Family Services Corporation
SIKSIKA CHILDREN'S SERVICES
Placement Resources Case Aide – T/FT
Strathmore, AB
TEMPORARY FULL TIME



Closing Date: OPEN until suitable candidate found.
12/24

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.

REPORTS TO: Placement Resources Team Lead

DUTIES AND 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 Resource Teams by inputting information on the provincially regulated intervention information system such as contact notes, updating legal authority, placements and other information as needed.
- Make appropriate referrals for clients (i.e.: therapy, summer camps) when requested.
- Maintain complete and accurate record of referrals/resources and explain application procedures to Caregivers.
- Assist the Placement Resource 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.
- Due to limited space the duties of this position have been shortened but will be made available to successful interview candidates only.

EDUCATION AND EXPERIENCE:

- High School Diploma with three (3) years recent relevant experience.
- Experience working with Siksika families and children or with other First Nation children and families is an asset.
- Must have strong skills using the computer and programs such as Word, Excel, Outlook and
- Power Point.

Resumes and cover letters should be emailed to 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.