



**Siksika Family Services Corporation**  
SIKSIKA CAREER EMPLOYMENT & INCOME SUPPORT



**Intake Worker**  
**Calgary Office**

Permanent Full-time

Closing Date: OPEN until position is filled.  
01/2025

**GENERAL STATEMENT OF POSITION:**

The Intake Worker holds the key position in greeting and directing clients and visitors; and is responsible for operation and functionality of the Resource Room. Must maintain a positive, reliable and competent demeanor with the ability to multi-task and provide excellent service. The Intake Worker maintains excellent communication and organizational skills with the ability to work closely with Clients, Receptionist, Support and Financial Services Advisor (SFSA), Social Worker, SCEIS Supervisor, and all other members of the department and organization. The Intake Worker is responsible for assessment of a new applicant's eligibility for Income Support (IS) Benefits and issues financial assistance according to client type and eligibility at the Intake level in accordance with the Alberta Works Income Support Policy & Procedures

**REPORTS TO: SCEIS Supervisor & SCEIS Director as required**

**DUTIES AND RESPONSIBILITIES:**

- Provide an efficient interview and assessment of applicant's situation and needs
- Obtain and review all intake forms and documents to ensure completion
- Complete assessments and assign client category to determine applicant's initial eligibility for Income Support (IS) Benefits according to Alberta Workers Income Support Policy, issue appropriate IS benefits and maintains records according to Alberta Governments: Expected to Work/Barrier to Full Time Employment Policies & procedures
- Communicate information to the new applicants about the Income Support process, client and worker expectations, office procedures and statutory right to appeal
- Transfer continuing clients to the appropriate worker for ongoing Income Support assistance
- Complies with annual file audit
- Offer Informational Services: self-help employment information booklets, educational materials and tools, job postings, job fairs, trades, programs, training opportunities; may also attend fairs representing SCEIS
- Assist individuals in the Resource room with his or her Employment Search, computer use, and printing of documents

Please email [hrm@siksikafamilyservices.com](mailto:hrm@siksikafamilyservices.com) for full Job Description

**EDUCATION AND EXPERIENCE:**

- Social Work Diploma and other related experience. Diploma in related field may be considered.
- Two Years Experience in an office setting.
- Knowledge of Siksika Language and Culture
- Career Counselling Certificate

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.*