



**Siksika Family Services Corporation  
SCEIS  
Support & Financial Advisor – P/FT  
Posting Closes – July 27th, 2021**



Siksika Income Support empowers Nation members to be self-sufficient and economically independent by providing financial and occupational support and working closely with Siksika Employment and Training Services.

Siksika Income Support is currently seeking a Support & Financial Advisor to assess, guide, and monitor clients in the areas of employment, training, education, health and/or wellness.

**SUPERVISION:** SCEIS Director and CEO of Siksika family Services.

**RESPONSIBILITIES:**

- Work closely with the Barrier to Full-Time Employment (BFE) client group.
- Performs assessment for service needs determination for clientele:
  - a. Assesses client's needs, strengths and challenges in a one-to-one interview or in a group setting, depending on available resources;
  - b. Assists the client to determine and take ownership of their own plan of action; and
  - c. Transitions and/or refers clients to the appropriate resources.
- Once eligibility under the Barrier to Full-Time Employment (BFE) is determined, issues financial benefits and maintains records according to Alberta Government: Expected to Work/Barriers to Full Time Employment Policies and Procedures.
- Liaises with the other Siksika Nation services area, educational institutions, local community-based organizations and relevant government departments.
- Completes client home visits and/or hospital visits to gather information as needed.
- Provide and report on client successes/followups and include in verbal, written and presentation reporting.
- Complies with annual fil audit.
- Other duties as assigned

**QUALIFICATIONS/EXPERIENCE:**

- Bachelor of Social Work, or in Human Services such as Sociology or Psychology or equivalent 2 year work experience
- A Degree or Diploma in related field may be considered.
- Knowledge of aboriginal or Siksika culture, language, and history. Ability to speak the Blackfoot language an asset.
- Proficiency in Microsoft Office applications (MS Word, MS Excel, MS Outlook).
- Highly organized in prioritizing work, multi-tasking, meeting deadlines and time-management.
- Superior communication and customer service skills.
- Maintains confidentiality at all times

**WORK ENVIRONMENT:**

Normal office conditions as well as home visits, with periods of high stress and unpredictable workload. This position deals with difficult situations on occasions, but can defer to Director. The workload can be excessive on a periodic basis. Some travel is expected.

**Resumes and cover letters** should be emailed to [familyserviceshrm@siksikafamilyservices.com](mailto:familyserviceshrm@siksikafamilyservices.com) before 11:00 pm of the posting closing date. **PLEASE QUOTE** posting # **041-2021** on cover page.

**IMPORTANT:** All applications *must* include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Drivers License

**Please Note:** Only **complete** applications will be considered. SFSC wished to thank all applicants and advise that only those candidates selected for an interview will be contacted.