



Siksika Family Services Corporation
SIKSIKA EMPLOYMENT & TRAINING SERVICES
Employment Resource Advisor

Temporary Full Time
05/2026



OVERVIEW: The Employment Resource Advisor will provide guided career and employment assisted services and when necessary refer clients with greater needs to a Career and Employment Counsellor or to community supports. The ERA will assist clients with the completion of applications for funding for other programs and will determine client need for training tickets. They will maintain specific information with supporting documents within a client file. They will also assist with the organization and maintenance of the Career and Employment Information Centre, and will spend designated time delivering guided services at the itinerant site.

Reports to: Siksika Employment & Training Services Manager

DUTIES AND RESPONSIBILITIES:

- Maintain and ensure all Labour Market Information is up to date and accurate.
- Utilize Alberta Learning Information Services (ALIS)
- Provide over the phone services from the Career Information Hotline Monday – Friday 8 – 4:30pm
- Provide advice regarding educational options and financial resources.
- From time to time assist clients with applications (paper and online).
- Will maintain close relationships with all staff at SETS office and Old Sun College, through staff meetings, interagency meetings, specific program meetings, email, case conferences and monthly reporting

EDUCATION AND EXPERIENCE:

- High School Diploma or GED
- Knowledge of Siksika culture, history and language. Fluency in the Blackfoot Language will be considered an asset.
- Certificate/diploma from a Clerical or Administrative program.
- 1-3 years related experience.
- Completion of Computer training certificate and/or demonstrated knowledge/skill.
- Extensive computer knowledge, maintain records, file systems and info gathering.
- Good interpersonal skills, friendly and comfortable with dealing with general public.

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote **Employment Resource Advisor** 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 Vulnerable Sector Check
3. Clear Child Intervention Record Check.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.