



Siksika Family Services Corporation BAND DESIGNATE

Case Aide
Siksika
Temporary Full-time
July 2026



Closing Date: OPEN until suitable candidate is selected

GENERAL STATEMENT OF POSITION:

A Band Designate Case Aide supports the Band Designate in advocating for the best interests of children and families who are members (or eligible members) of a Siksika First Nation. The role focuses on ensuring cultural continuity, community connection, and the protection of Indigenous rights in child welfare matters.

Duties & Responsibilities:

- Build culturally supportive relationships with children and youth in care, promoting access to cultural events and supporting land-based activities.
- Actively participate in Family Group Conferences Circles and Court Case Conferences to ensure the voices of Siksika Nation families are heard.
- Collaborate with the Siksika Nation involvement in all key decisions regarding the child's care.
- Provide guidance on navigating the child protection process and advocating for culturally relevant services, including traditional healing and language revitalization. These roles are essential for maintaining the cultural identity and heritage of Siksika Children and ensuring their well-being within the child welfare system.
- Support Band Designate and Intervention case management practices
- Monitor and update client files related to Band Membership, Genogram and other required documentation to support accurate and current case records.
- Assist the Band Designate and Intervention teams with data entry in the provincially regulated intervention information system, including contact notes, legal authority updates, placement information, and other case-related information as assigned.
- Support referrals for children, youth, and families to approved services and resources, such as cultural supports, cultural summer programs, and other community-based supports as directed.
- Maintain complete, accurate, and timely records of referrals, resources, applications, and client supports, and explain application procedures to clients and families when appropriate.
- Provide client transportation and related support services when approved and when other arrangements are not available, including:
- Perform other related duties as assigned and approved by the Band Designate Supervisor, Intervention Team Lead, or designated authority.

Please email hrm@siksikafamilyservices.com for full job description

EDUCATION AND EXPERIENCE:

- High School Diploma with three (3) years of recent and relevant experience in child and family services, social services, administration, community support, or a related field.
- Experience working with Siksika children, youth, and families, or with First Nation children, youth, and families, is considered an asset.
- Diploma, Degree in related field

Resumes, cover letters and the other documents listed below should be emailed to
hrm@siksikafamilyservices.com

Please quote Case Aide 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.