



Sturgeon Lake Cree Nation
CHILD AND FAMILY SERVICES SOCIETY
Box 60, Valleyview, AB T0H 3N0

Sturgeon Lake Cree Nation Child and Family Services Society

EMPLOYMENT OPPORTUNITY

Sturgeon Lake Cree Nation Child and Family Services is seeking an individual to fill the position of:

CASE AIDE (1) (FULL-TIME PERMANENT)

The Case Aide services the members of Sturgeon Lake Cree Nation. We are seeking a compassionate and organized Case Aide to join our case management team! As a Case Aide, you will provide support to social workers and clients, assisting with case management, documentation, and communication.

Role description and skills:

- Assist caseworkers with case management, including data entry, file organization, and report preparation
- Communicate with clients, families, and community agencies to gather information and provide support
- Transport clients and supervise visits as requested by casework team
- Conduct initial assessments and screenings to identify client needs
- Develop and maintain accurate and up-to-date client records
- Collaborate with caseworkers to develop and implement client care plans
- Provide emotional support and guidance to clients and their families
- Connect clients with community resources and services
- Maintain confidentiality and adhere to society policies and procedures
- Other duties as requested by case management team

Preferred Qualifications:

- A High school diploma, A Diploma or degree in Social Work, Social Services, or a related field preferred
- Some experience in an office/social work setting
- Excellent communication, organization, and time management skills
- Ability to work effectively in a fast-paced environment
- Strong attention to detail and accuracy
- Compassionate and empathetic approach to client care
- Experience working within Indigenous communities.
- A clear Criminal/Vulnerable Records Check and Intervention Records Check.
- A valid Driver's License.

Salary Range: Salary to commensurate with qualifications and experience.

Closing Date: Until Suitable Candidate Found

Please send your resume and copy of certificates in confidence to:

Attention: Sturgeon Lake Cree Nation Child and Family Services Society

By Mail: Sturgeon Lake Cree Nation, Box 60, Valleyview, Alberta T0H 3N0

By Email: employment@slcfss.ca **By Fax:** (780) 552-0704

Criminal Record & CYIM checks are required. Incomplete applications will not be considered.

We appreciate the interest of all applicants; however, we will contact only those selected for interviews.