



Saddle Lake Wahkohtowin Child Care Society

Job Title:	Intake/Assessor Worker	Job Category:	Wahkohtowin Society
Department/Group:	Saddle Lake Wahkohtowin Society	Job Code/Req#:	#011-SLWS
Location:	Saddle Lake, AB	Travel Required:	Travel Required
Level/Salary Range:	Salary Grid	Position Type:	Permanent Salary
Reports To:	Supervisor	Date Posted:	February 2, 2026

Job Description

The Intake/Assessor Worker will have a dual role (when required; Assessor). The Intake/Assessor worker is to receive and respond to community inquiries and/or concerns regarding children/youth that may be in need of intervention services as per the Child Youth & Family Enhancement Act (CYFEA). In their role, an Intake/Assessor Worker will gather additional information (collateral calls) required to allow for an informed decision with the Child Protection Supervisor and Manager.

CORE COMPETENCIES

- Kisteyihtowin (Respect) – to ensure all are treated well with respect and dignity.
- Miyo wicohtowin (Getting along with others) – develop and maintain professional relationships with others.
- Ta powakeyihitamowin (Humility) – adheres to the code of conduct and ethics of Saddle Lake Cree Nation.
- Wiyatikweyimowin (Create happiness) – assist individuals to recognize positives, values and beliefs.
- Kisewatitowin (Kindness) – provides support to all members of Saddle Lake Cree Nation
- Natapowakeyihitamowin (Faith) – inherent right to culture and language
- Wahkohtowin (Kinship) – Honoring the relations and bonds with parents, siblings and extended relatives living on Turtle Island.
- Kanateyimowin (Cleanliness) – ensure non-judgmental service delivery.
- Nanaskomowin (Thankfulness) – appreciate and create positive partnerships with children and families.
- Wichitowin – (sharing) – share knowledge through open communication.
- Sohkeyihitamowin (Strength) – ability to manage the sensitive nature of one's work.
- Miyo opikinawasiwin (Good child rearing) - guidance and protection of the sacred gift of children and take ownership of individual roles.
- Liyatateyihitomowin (Hope) – ability to use our cultural teachings to heal families.
- Kanaweyimikosiwin (Ultimate Protection) – Honoring and keeping the circle sacred of Saddle Lake Cree Nation
- Maminaweyatatowin – maintain all processes are completed in a timely manner.

ROLES AND RESPONSIBILITIES

- Receive a report via verbal, telephone, community referrals or electronic correspondence who are identified in the need of intervention, gather information, consult with supervisor.
- Assess and investigate to determine whether a child is in need of protection, through interviews of all parties involved, as per CYFEA timelines.
- Determine the needs and safety of a child, protective factors and risk factors of the home or family environment by gathering, consolidating and analyzing information within the allotted time as per policy.
- Gather all information through collaterals with caseworker, service providers and Management Team, CYIM, CICIO and historical files.
- Conduct Safety phase assessments (A or B), investigations, assess referral to appropriate stream (ie. Prevention/Intervention) and/or identified resources. Case



work documentation, consultation, community liaison, court work, conflict and resolution/crisis intervention (**extended family**). This includes all relevant data entry.

- Assume Assessor duties when required which may include other duties.
- Consult with Supervisor to determine the need for intervention for the safety of the child (prevention).
- Ensuring proper case management is completed as per Agency and Ministry standards;
- Ability to prepare court documentation, as well as attend court;
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- Regular monthly and appropriate completion of all necessary written reports, records and documents for service files as well as all annual requirements. Ensure files are updated.
- Participate constructively as a team member in staff meetings, seminars and training sessions as required. Attend regular training and development opportunities to maintain an up-to-date knowledge of Child Welfare and other training opportunities.
- Any off-reserve inquiries will be forwarded to the Band Designate.
- Attend case consults/conferences and other official procedures involved in the each intake and or brief service files.
- Applying natural law, cultural values, traditions and teachings into practice where possible and in dealing with families and children.
- Responds to case load emergencies as needed.
- Referring clients/families to Wicito-kamihk for support/services (ie. Transportation, Youth work, In-home supports and Programming).
- Adhere to Lines of Authority and maintain open respectful communication as identified in the organizational structure.
- May include other duties as identified ie. **Cover off Assessors, assume the role of assessor may lead to investigation.**
- Upon referral of possible Kinship Placement, all documentation will be completed and forwarded to Generalist.
- Developing and maintaining respectful, cooperative working relationships to contribute to quality service delivery services to Saddle Lake children, youth and families.
- Participate in the quality improvement process. Proposing changes within Wahkohtowin that would improve the quality of Service to Saddle Lake Cree Nation Children, Youth and families.
- Ability to recognize conflict of interest and maintain a clear understanding of boundaries.

REQUIREMENTS

- Intervention Record Check and Vulnerable Sector Search.
- Criminal Record Check
- Drivers Abstract
- Resume & Cover Letter
- Required to work flexible hours.
- Standard First Aid
- Have non-judgmental attitude and supporting the confidentiality of the Society, is imperative.
- Signatory on required documents from Human Resources; such as, but not limited to, Oath of Confidentiality and Code of Conduct (F.O.I.P.)

PREFERRED SKILLS

- Ability to understand and speak the Cree language.
- Punctuality and time management skills
- Proficient computer literacy in Microsoft office
- Good planning and organizational Skills
- Excellent interpersonal skills and communication (written and verbal)
- Honest, ethical, and dependable.
- Exhibits professionalism at all times.



- Strong sense of responsibility and accountability.
- Be able to have the ability to work independently and also work as a team member
- Independent decision making and problem-solving skills.
- Knowledge and proficiency of administrative, clerical, office procedures and systems.
- Maintain knowledge of current legislation, standards and practices, including Nehiyow cultural protocol and practice.
- Ability to learn terminology and follow policies and procedures.
- Must maintain a high level of confidentiality
- Negotiating and Advocacy
- Grief Counselling
- Intervention/ crisis skills management skills.
- Suicide Intervention.
- Must know and adhere to the code of conduct and ethics of the organization;

KNOWLEDGE- Sound Understanding of the following areas:

- Child, Youth & Family Enhancement Act
- CYFEA policies and safety standards
- Children First Act
- Child Intervention Practice Framework
- First Nations & Inuit Health – Jordan’s Principle
- Delegated First Nation Agency
- Drug Endangered Children Act
- Case Work Practice Model Philosophy
- First Nation Practice Standards Model in Child & Family Services in AB.
- Protection of Sexually Exploited Children Act (PSECA)
- Family Supports for Children with Disabilities ACT (FSCD)

EDUCATION AND BACKGROUND

- Must have BSW from a recognized school of social work and a demonstrate proof of credentials.
- Minimum 2 years’ experience front-line in the field of Child Family Service and Kinship Field.

ADDITIONAL NOTES

- There is a six-month probationary period for this position.
- The Intake Worker/Assessor will report directly to the Supervisor.

A personal Resume and Cover Letter including submission of Job Requirements, will be accepted until February 18, 2026 at the close of the business day. Electronic mail, email submissions will be accepted until 11:59 p.m. of February 18, 2026 .

Email: nora.cardinal@wahkohtowin.ca

Note: Only those applicants selected will be contacted
Wahkohtowin Society (780) 726-7616

Deadline Date: February 18, 2026

(In Office delivery before 3:00 p.m. or email received before 11:59 p.m.)