



Saddle Lake Wahkohtowin Child Care Society

Job Title:	Case Worker (2 positions)	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 02, 2026

Job Description

The Case Worker will focus on ensuring cultural, physical, social and emotional well-being of their clients. They will provide case management, case planning and direct intervention services to children in need of protective services. The Case Worker will report to the Supervisor and participate in on call rotation and responsible for attending regular home visits.

The incumbent shall by working within Traditional and cultural contexts of family planning and case management will support the community, staff, families, Youth, children and programs in maintaining and promoting traditional family lifestyles.

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 powakeyitamowin (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
- Natapowakeyitamowin (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.
- Sohkeyitamowin (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.
- Liyatateyihomowin (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

- Safety assessments, investigations, case management, service planning, referrals/resources. Case work documentation, consultation, community liaison, court work, conflict and resolution/crisis intervention (kinship).
- Regular monthly and appropriate completion of all necessary written reports, records and documents for service files as well as all annual requirements.
- Recommending expenditures related to placement issues, Child, Youth and Family needs and cultural activities within appropriate plan. (i.e. concurrent, kinship support, Family Enhancement (F.E.) plans)
- Attend case consults/conferences and other official procedures involved in each case plan.



- Adherence to Provincial legislation; intake, investigations, protection, alternative care and permanent care in the protection and apprehension of children.
- 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.
- 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.
- Arranging accommodation and referring to Wicitoh-kamihk for services for clients (i.e. Transportation, Youth work, In-home supports and Programming).
- Support the relationship between biological families and kinship care givers (i.e. Set up visits, meetings etc.).
- Advocate, plan and coordinate for Placement (Caregiver) for Child & Youth in care needs.
- Assess, identify and refer caregivers who are caring for children/youth for training.
- Assess, identify and refer parents/families for programming to address identified issues.
- Attend regular training and development opportunities to maintain an up-to-date knowledge of Child Welfare and other training opportunities.
- Reporting all serious occurrences on statutory notifications as per policy.
- Developing and maintaining respectful, cooperative working relationships to contribute to quality service delivery services to Saddle Lake children, youth and families.
- Ensuring accuracy, confidentiality and safekeeping of agency records.
- Supports clients as needed at court hearings, administrative case reviews, child and family meetings.
- Adhere to Lines of Authority and maintain open respectful communication as identified in the organizational structure.
- Complete monthly face to face with Child, Youth, kinship/foster caregivers, involved in ongoing cases.
- May include other duties as identified.
- On call duty; Worker is to complete intake, investigation, possible court proceedings and will carry file, this includes all relevant data entry.
- 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.)
- Drug and Alcohol Free

PREFERRED SKILLS

- Ability to understand and speak the Cree language.
- Preference given to incumbent who has been delegated and/or possesses delegation training.
- 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.
- Good interpersonal and communication skills is a must.
- Negotiating and Advocacy
- Grief Counselling
- Intervention/ crisis skills management skills.
- Suicide Intervention.
- Ability to develop strategies that move the child to adulthood.

KNOWLEDGE- Sound Understanding of the following areas:

- Child, Youth & Family Enhancement Act
- CYFEA policies and safety standards
- Children First Act
- UNDRIP
- 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 Case Worker 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: February 18, 2026

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