



**NCSA**  
Native Counselling Services of Alberta

## CRIMINAL COURT WORKER

Full Time Position – Edmonton, Alberta

Closing date: October 3, 2025

**Native Counselling Services of Alberta's mission is to promote the resilience of the Indigenous individual and family, through programs and services that are grounded in reclaiming our interconnectedness, reconciliation of relationships and self-determination.**

Native Counselling Services of Alberta (NCSA) Indigenous court workers are in courts across Alberta. The court worker programs and supports are free of charge, assisting and supporting individuals through the court system. Currently, we have a vacant position for a criminal court worker in our Edmonton location and should be committed to supporting individuals while addressing their court matters.

Specific responsibilities of the position include:

- To explain court charges, court procedures, client's responsibilities, Legal Aid, lawyers, Children's Services investigations, court orders and circle procedures.
- Supporting clients to prepare for and attend court.
- To make the appropriate referrals to other community supports and programs.

Our ideal candidate would have the following qualifications: [

- **In-depth experience and working knowledge of Indigenous communities, cultures, healing and language.**
- Demonstrated understanding of historic trauma and the impact of colonization on Indigenous people.
- Understanding of the operations of Child and Family Services, Justice and court systems, corrections, housing and income supports is an asset.
- Social Work degree or related human resource experience or, experience working with individuals with complex needs.
- Ability to develop relationships and work within the communities with organizations and individuals.
- Working knowledge of computers including Microsoft 365.
- Effective communication, interpersonal and organizational skills.
- Ability represent Native Counselling Services of Alberta in a professional manner.
- Must have a reliable vehicle with required \$2,000,000,.00 legal liability and insurance to use your vehicle for work.
- Must provide current criminal record check, child intervention check.

Starting salary: \$49,980.00 annual

**Please forward your resume and cover letter to:**

Marg Milicevic, Manager, Human Resources

Email: [careers@ncsa.ca](mailto:careers@ncsa.ca)

Thank you for your interest in joining the NCSA team. Only candidates selected for an interview will be contacted. We are committed to providing a workplace that is inclusive and accessible to all. Should you require accommodation during the hiring process, please contact our Human Resource team. contact our Human Resource team.