



DUAL COURT WORKER

Full Time Position – Red Deer, Alberta

Closing Date – October 3, 2035

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 court houses across Alberta. The court work programs and supports are free of charge, assisting and supporting individuals through the court system. Currently, we have a vacant position for a Dual Court "Worker in Red Deer. We are looking for a individual who is dependable, works with community organizations and the courts. In addition, the individual should be outgoing, presenting a professional appearance and willing to be flexible as needed.

Specific responsibilities will include the following:

- 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 attending court.
- To make the appropriate referrals to other community supports and programs.
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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 NCSA Resiliency Model and required to incorporate it into daily practice with co-workers, management, clients and communities.
- Extensive knowledge of urban and rural indigenous communities and ability to develop relationships and work with the various communities, with organizations and individuals.
- 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.
- Possess knowledge and in-depth understanding of Microsoft Office, including Word, Excel, PowerPoint, outlook and will be using office and using 360 A
- Strong organizational, time management skills with the ability to work flexible hours as a team or independently and maintain a high level of confidentiality, ability to prioritize work and meet deadlines, dependable with a dress code appropriate for the position.
- Good working knowledge and experience using computers and information technology
- Must have a reliable vehicle, valid Alberta driver's license and confirmation of vehicle insurance coverage to use your vehicle as part of your work.
- Must provide current criminal record check, child intervention checks upon hire.

Starting Salary: \$49,980.00 - \$52,000.00 annual

Please forward your resume and coverletter to:

Marg Milicevic, Manager, Human Resources

Email: 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.