

CRIMINAL COURT WORKER

Full Time Position – St. Paul, Alberta

Closing date: November 7, 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) provides court work services throughout Alberta at no cost to the clients served. The court work program is available to assist and support individuals through the court system. Currently, we have a position available for a criminal court worker in our St. Paul office. 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 the need arises.

Specific responsibilities of the position include:

- To explain court charges, court procedures, client responsibilities, legal aid, lawyers, Children's Services investigation, court orders and circle process.
- Supporting clients to prepare for and attend court.
- To make the appropriate referrals where applicable to other community resources and programs.

Our ideal candidate would have the following qualifications:

- **In-depth experience and working knowledge of Indigenous communities, cultures, healing and language.**
- Possess Social Work Degree or related human resource experience or extensive experience working with Indigenous people.
- Understanding of the operations of Child and Family Services, Justice and court systems, corrections Canada, housing and income supports is an asset.
- Possess knowledge and in-depth understanding of historic trauma and impacts on Indigenous people.
- Ability to seek out and establish professional relationships and contracts with individuals and organizations.
- Possess effective communication, decision-making, problem solving and time management skills.
- Must work efficiently and effectively as part of the team across the organization with significant communication, interpersonal and documentation skills both oral and written.
- Must provide recent Criminal Record/ Child Welfare Check with a valid first aid and C.P.R. certificate.
- Possess knowledge and in-depth understanding of Microsoft Office, including Word, Excel, PowerPoint, and Outlook. Be able to send team email invitations and track replies.
- Must possess professional appearance, boundaries and behaviours suitable for work.
- Must have a reliable vehicle, valid Alberta class 5 driver's license with a clean driver's abstract, required liability insurance and confirmation of insurance coverage.

Starting salary- \$49,980.00 annual

Please forward your resume and cover letter 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.