

**TRANSFER COORDINATOR  
Indigenous Healing Lodge**

**Full Time Position – Edmonton, Alberta  
Closing Date – January 7, 2026**

**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 Healing Lodges provide supports to individual's male and female who are conditionally released and federally sentenced. The facilities are centred around Indigenous culture and focuses on supporting individuals through their transition to become contributing and self-supporting members of our communities. The individual we are looking for should be dependable, professional and open to learning and supporting the residents.

Specific responsibilities of the position include:

- Play a pivotal role in managing and facilitating the transfer of individuals within the justice system.
- On a ongoing basis review files and in-depth report writing and develop plans of healthy intervention to ensure risk is manageable.
- To ensure all deadlines are met, reports are up to date as required by CSC and NCSA.

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 impacts of colonization on Indigenous individuals, families and communities.
- Bachelor's degree in social work, Indigenous studies, criminology or a related field (a combination of education and relevant experience maybe considered).
- Previous experience correctional experience is a definite asset.
- Strong understanding of case management, crisis intervention, safety planning and community resource navigation.
- Proficiency in documentation, program reporting and use of information technology.
- Knowledge of systems including housing, income supports, justice, health, child and family services and community-based supports.
- Ability to build strong working relationships with internal and external partners while maintaining confidentiality and professionalism.
- Effective written and verbal communication, interpersonal skills and strong organizational/ time management abilities.
- Ability to always represent Native Counselling Services of Alberta in a professional and respectful manner.
- Up to date Criminal Record, Child Intervention must pass CSC enhanced clearance screening.
- Must have a reliable vehicle, valid Alberta driver's license with required liability insurance and confirmation of insurance coverage to transport clients.



**NCSA**  
Native Counselling Services of Alberta

## HUMAN RESOURCES

### JOB POSTING #2474

Starting salary- \$50,000.00 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.

