

CRIMINAL COURT WORKER
Indigenous Court Work Program

Full Time Position – Calgary, Alberta
Closing date: January 9, 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) court workers are located in offices throughout Alberta. The Indigenous courts are available free of charge supporting individual through the court systems. Currently the Indigenous court work program in Calgary is actively looking for a criminal court worker. The individual must be dependable, professional and consistent in their work attendance to support clients who are addressing family issues through their healing and working toward a holistic lifestyle.

Specific responsibilities of the position include:

- To explain court charges, court procedures, clients' responsibilities, Legal Aid, Lawyers, Children's Services investigation, court orders and circle procedures.
- Supporting clients to prepare for and attend family court.
- To make the appropriate referrals where applicable to other community supports and programs that clients can utilize.

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.
- Possess social work degree or related human resource experience or, extensive experience working with Indigenous individuals who require support in addressing their legal court issues.
- Strong interpersonal relations, conflict management, leadership and the ability to represent NCSA in a professional manner.
- Ability to develop relationships and work within the community with organizations and individuals, excellent oral and written communication skills.
- Understanding of the operations of Child and Family Services, Justice and court systems, corrections Canada, housing and income supports is an asset.
- Must always maintain confidentiality, be dependable, pay attention to details, handle multiple tasks at any given time, meet deadlines.
- Effective communication, interpersonal and organizational, time management skills.
- Ability to represent Native Counselling Services of Alberta in a professional manner.
- Should have a reliable vehicle, valid insurance to use your vehicle as part of your employment.
- Must provide current criminal record check, child intervention check upon hire.

Starting salary- \$49,980.00 annual

Please forward your resume and cover letter to:

Marg Milicevic, Manager, Human Resource

Email: careers@ncsa.ca

Thank you for your interest in joining the NCSA team. Only candidates selected for an interview will be contacted. 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.