



TRANSFER COORDINATOR
Indigenous Healing Lodge
Full Time Position- Edmonton, Alberta
Closing date: Marach 14, 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) is committed to providing culturally relevant and holistic services to individuals residents within our healing lodges. We house both male and female residents in two separate locations within the City of Edmonton. Our Section 81 Healing Lodges are designed to facilitate the healing, reintegration and rehabilitation of Indigenous peoples in a culturally safe and therapeutic environment. We are looking for a individual for the Indigenous Transfer Coordinator position who will play a pivotal role in managing and facilitating the transfer of Indigenous individuals into and out of the Section 81 Healing Lodges.

Specific responsibilities of the position include:

- To oversee and manage the transfer process for individuals entering and exiting the Healing Lodge.
- Advocate for and integrate Indigenous cultural practices into the transfer process.
- Build and maintain positive relationships with Indigenous communities.

Our ideal candidate would have the following qualifications:

- **In-depth experience and working knowledge of Indigenous communities, cultures, healing and language.**
- Deep understanding of Indigenous culture and traditions and values as it may relate to justice and healing.
- Bachelor's degree in social work, Indigenous Studies, Criminology or a related field preferably with Indigenous populations.
- Knowledge of related legislation and practices, including Section 81 of the Corrections and Conditional Release Act.
- Must be dependable and build working relationships with the residents.
- Strong communication skills with the ability to collaborate with various stakeholders, including Federal and Provincial Corrections, community organizations and Indigenous leaders.
- Ability to work under pressure, manage multiple tasks and meet deadlines.
- Valid Alberta driver's license and willing to travel as required for community outreach.
- Ability to work as a team and also work alone, maintain confidentiality, excellent written and verbal communication skills, professionalism and dress appropriately for the position.
- Good working knowledge of computers and information technology.
- Up to date criminal record check, child intervention check and must clear Correctional Services Canada Enhanced Reliability security check to remain employed.
- Must have a reliable vehicle, Alberta driver's license and liability insurance to use your vehicle as part of your employment.

Starting Salary Range \$60,000.00 - \$65,000.00 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. 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.