



CRIMINAL COURT WORKER

Full Time Position – Edmonton Alberta

Closing date: April 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) court workers are in various offices throughout Alberta. The Indigenous courts are available free of charge supporting individuals through the court systems. Currently the Indigenous court work program in Edmonton 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 issues through the courts.

Specific responsibilities will include the following:

- To explain court charges, court procedures, clients' responsibilities, Legal Aid, Lawyers, court orders and procedures.
- Supporting clients to prepare for and attend courts.
- To make the appropriate referrals where applicable to other community supports and programs the client may access.

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 working experience with Indigenous individuals who require support in addressing their legal 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.
- Understanding of NCSA Resiliency Model and required to incorporate it into daily practice with co-workers, management, clients and communities.
- Must always maintain confidentiality, be dependable, pay attention to details, handle multiple tasks and able to meet deadlines. Effective interpersonal, organizational and time management skills.
- Ability to represent NCSA in a professional manner with a dress code appropriate for the position.
- Must have a reliable vehicle, valid Alberta driver's license and confirmation of vehicle insurance coverage to use your vehicle as part of our 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 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.