



COORDINATOR
Family Reconciliation

Full Time Position – Edmonton, Alberta
Closing date: April 15, 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.

The Coordinator of the Family Reconciliation program will work out of Edmonton office, however, will be working with staff in other areas as well. The individual will plan and coordinate activities and services to meet the objectives of the program and fulfill contract obligations.

Specific responsibilities of the position include:

- To work with, support and direct staff to ensure compliance with NCSA policies, guidelines, procedures, programs and expectations.
- Monitor and work with staff to ensure contractual obligations are met and kept up to date.
- Work closely with the program director to ensure program outcomes are gathered, analyzed and reported upon to meet NCSA objectives.

Our ideal candidate would have the following qualifications:

- **In-depth experience and working knowledge of Indigenous communities, cultures, healing and language.**
- Some travel
- Degree or diploma or certificate in Human Services with previous supervisor experience is desired.
- In-depth experience and working knowledge of Indigenous communities, cultures, languages and healing.
- Demonstrated understanding of historic trauma and the impact of colonization on Indigenous people.
- Ability seek out and build relationships with service providers and community members.
- Good understanding of the operation of service systems such as child and family services, justice, housing, income support and community services.
- Strong interpersonal relations, conflict management, leadership and time management skills. Strong organizational and administrative skills with effective oral and written communication.
- Proficient knowledge of working with data base, Microsoft 365 and smart phone technology.
- Maybe required, willing to participate in cultural and land-based teachings.
- Must have a reliable vehicle, valid Alberta driver's license with required liability insurance and confirmation of insurance coverage to use your vehicle for work and/or to transport clients.
- Must provide up to date criminal record check, child intervention check and pass CSC mandatory screening process.

Starting Range - \$52,000.00 - \$54,000.00 annual

Please forward your resume and cover letter to:

Marg Milicevic, Manager, Human Resource

.Email: careers@ncca.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.