

DUAL COURT WORKER

Part-time Position – Valleyview, Alberta

Closing date: September 10, 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 various locations in Alberta. The Indigenous courts are available free of charge supporting individuals through the court systems. Currently the Indigenous Court worker program in Valleyview is looking for a Dual court worker to assist individuals in court. The individual we are looking for must be dependable, professional and consistent in their work attendance and performance to support clients who are addressing various issues in the courts.

Specific responsibilities of the position include:

- To explain court charges, court procedures, clients' responsibilities, Legal Aid, Lawyers, court orders and court procedures.
- Supporting clients to prepare for and attend courts.
- To make the appropriate referrals where applicable to other community supports and programs that clients can 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 resources experience or extensive experience working with Indigenous individuals with complex needs.
- Ability to work as a team and work alone, maintain confidentiality and professionalism. Strong interpersonal relations, conflict management, leadership and the ability to represent NCSA in a professional manner.
- Able to develop relationships and work within the community with organizations and individuals.
- Dependable, pay attention to details, handle multiple tasks and able to meet deadlines. Effective interpersonal, organizational and time management skills.
- Represent NCSA in a professional manner with a dress code appropriate for the position.
- Good working knowledge of computers and information technology.
- Up to date criminal record check, child intervention checks and have a reliable vehicle with the required liability insurance to use your vehicle as part of your employment.

Starting Salary for Full Time Employment - \$49,980.00 annual.

Please forward your resume and covering 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.