



CRIMINAL COURT WORKER

Full Time Position- St. Paul, Alberta

Closing date: October 12, 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 Service of Alberta court workers are located in various locations within Alberta. The Indigenous courts are available to provide ongoing supports to individuals at no financial costs. The criminal court worker plays a vital role in supporting individuals involved in the criminal justice system by providing guidance, advocacy and support during court proceedings. The court worker offers practical assistance and referrals, contributing to fairer outcomes and promotes the well being of vulnerable populations.

Specific responsibilities will include the following:

- Assist clients in preparing for court appearances by helping them gather necessary documents and understanding their options.
- Provide direct support and advocacy to clients attending criminal court, including explaining court procedures and legal terminology.
- 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 post secondary education in social work, criminology, related field and extensive experience working with Indigenous individuals with complex needs.
- Excellent communication and interpersonal skills to effectively support and advocate for clients.
- Ability to maintain confidentiality, build relationships with individuals and organizations.
- Dependable, pay attention to details, handle multiple tasks and able to meet deadlines, conflict management and ability to represent NCSA in a professional manner.
- Good working knowledge of computers and information technology.
- Must have a reliable vehicle with required insurance to use vehicle for work purposes.
- Must provide criminal record check, child intervention checks 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.