



DUAL COURT WORKER

Full-Time Position – High Prairie, Alberta

Closing date: October 13, 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) provides court services throughout Alberta. The court worker programs are free of charge and available to assist and support individuals through the court system. Currently we have a vacant position for a Dual court worker in our Valleyview location. The individual should be dependable, committed to supporting individuals who are addressing their legal issues.

Specific responsibilities of the position include:

- To explain court charges, court procedures, clients' responsibilities, Legal Aid, Lawyers, Children's Services investigation, court orders and circle procedures.
- Supporting clients to prepare for and attend court.
- To make the appropriate referrals where applicable to other community supports and programs.

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.
- Understanding of the operations of Child and Family Services, Justice and court systems, corrections Canada, housing and income supports is an asset.
- Social Work degree or related human resource experience or experience working with individuals with complex needs.
- Ability to develop relationships and work with the communities with organizations and individuals.
- Working knowledge of computers including Microsoft 365 and App 360.
- Effective communication, interpersonal and organizational, time management skills.
- Ability to represent Native Counselling Services of Alberta in a professional manner.
- Must have a reliable vehicle, valid insurance to use your vehicle as part of your employment.
- Must provide current criminal record check, child intervention check.

Starting salary- \$49,980.00 annual

Please forward your resume and cover letter to:

Marg Milicevic, Manager, Human Resources

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.