NCSA
Native Counselling Services of Alberta

FAMILY COURT WORKER

Full-Time Position – Red Deer, Alberta
Closing date: November 3, 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) is a Indigenous organization, committed to providing court work services to assist individuals with their legal issues and are free of charges to the client. We are currently looking for the family court worker position for our Red Deer office. The individual should be committed to supporting clients in addressing their legal matters, be dependable, presenting a professional appearance, work closely with other community organizations to best support the client.

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 process.
- Provide direct support and advocacy for clients attending court, including explaining court procedures and legal terminology in an accessible manner.
- Liaise with lawyers, judges, social workers and other stakeholders to coordinate services and ensure clients needs are addressed.

Our ideal candidate would have the following qualifications: [

- **In-depth experience and working knowledge of Indigenous communities, cultures, healing and language.**
- Understanding of Indigenous culture, traditions and values as it may relate to justice and healing is an asset.
- Demonstrated understanding of historic trauma and the impact of colonization on Indigenous people.
- Good working knowledge of computers and information technology.
- Should have a basic understanding of the operations of the courts, justice, corrections, income supports.
- Ability to work as a team with excellent written and verbal communication skills. Must maintain confidentiality, maintain professional boundaries and open to learning.
- Ability to seek out and establish professional relations and contacts with individuals and organizations.
- Strong interpersonal relations, conflict manage and the ability to represent NCSA in a professional manner.
- Must be prepared to learn NCSA Resiliency Model and agree to be fully immersed in the model with all interactions with staff, clients, community and government agencies.
- Must have a reliable vehicle, valid Alberta driver's license and liability insurance to use your vehicle as part of your employment.
- Up to date criminal record check, child intervention check upon hire upon hire.

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.