BAIL INTAKE WORKER

Full-Time Position – Calgary, Alberta
Closing date: November 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) is currently looking for a individual to support and work with clients within the court system in Calgary, Alberta. The individual will work with implementing processes and procedures within the courts to better respond to the background factors which may play a part in bringing the community members before the courts and successfully follow their case plan. We are looking for a individual who is dependable, think outside the box, work with the team to provide resources and services applicable to the individuals needs.

Specific responsibilities of the position include:

- To obtain permission and make all required arrangements with the correctional facilities to meet the individuals in custody.
- To work with individuals to develop a judicial interim release report to be presented before the judge, defence lawyer and crown.
- To work closely with other NCSA court staff to ensure services are accessible to the individual(s).

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.
- Should have a basic understanding of the operations of Child and Family Services, Justice and Court systems, corrections, housing and income supports is an asset.
- Have the ability to develop relationships and work within the community with various organizations, programs and individuals.
- Working knowledge and experience with computers and information technology.
- Excellent oral and verbal communication skills, time management, must be dependable, be a team player. Must maintain confidentiality, build working relationships with court personnel and community agencies.
- Must provide up to date criminal record check, child intervention checks upon hire.
- Must have a reliable vehicle, valid Alberta driver's license with required liability insurance to use your vehicle for work purposes.
- Must be prepared to learn NCSA Resiliency Model and agree to be fully immersed in the model with your interactions with staff, clients, community and government agencies.

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.