CRIMINAL COURT WORKER

Full-Time Position- High Level, Alberta
Closing date: November 20th.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 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 individuals.
Specific responsibilities will include the following:

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- Assist clients in preparing for court appearances by helping them gather necessary documents and understanding of their options.
- Provide direct support and advocacy to clients in criminal court, including explaining court procedures and legal terminology.
- To make the appropriate referrals where applicable to other community supports and programs that clients may 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 degree or diploma in human services and/or extensive working experience with multi-barrier individuals.
- Understanding of the operations of service systems-within the housing sector, Alberta Works and Income Supports, Justice and Community Services is an asset
- Proficient working knowledge of database and information technology.
- Excellent interpersonal relations, conflict resolution, leadership and time management.
- Ability to seek out and build relationships with individuals, families, team members and community partners.
- Show a demonstrated commitment to NCSA Mission, values and guidelines.
- Must have a reliable vehicle with required liability insurance to use your vehicle for work and provide current criminal record check, child intervention checks to maintain employment.

Starting salary based on experience - $50,000.00 plus Northern Allowance

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.