



**ADMINISTRATIVE ASSISTANT/OFFENDER MANAGEMENT SYSTEMS CLERK
BUFFALO SAGE WELLNESS HOUSE**

Full Time Position - Edmonton
Closing Date – November 25, 2021

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.

Buffalo Sage Wellness House (BSWH) is a 28-bed, Community Residential facility, that houses Conditionally Released and Federally Sentenced Indigenous female offenders. It is a home-like atmosphere with kitchenette and laundry facilities where personal development, life skills and healing are practiced daily.

BSWH is currently looking for the right candidate to fill a full-time position as our Administrative Assistant/Offender Management Systems Clerk.

Specific responsibilities for the position include:

- Responsible for the day-to-day office administration of the healing lodge to ensure it is operating effectively.
- Daily data entry into the Offender Management System to ensure it is accurate and updated.
- Ensure all financial deposits and transactions are completed in accordance with specific guidelines.

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.
- Post secondary education, diploma in corrections, business administration degree and/or extensive relevant work experience.
- Ability to seek and build relationships with service providers and community members.
- Good understanding of the operations of service systems within the housing sector, Alberta Works and Income Support, justice, and community services
- Strong interpersonal relations, conflict resolution, leadership, and time management skills.
- Must be proficient in Microsoft programs and able to learn Correctional Services Canada database.
- Must have a reliable vehicle, valid Alberta driver's license, liability insurance to use your vehicle occasional for work purposes.
- Must provide a completed a criminal record check, child intervention check and may be required to pass a provincial or federal government security clearance.

Starting salary: Negotiable based on experience.

Please forward your resume and coverletter to:

Marg Milicevic, Manager, Human Resources

Email: careers@nca.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.