



**FAMILY COURTWORKER  
INDIGENOUS COURTWORK PROGRAM**

Full-Time (4 days/week) – St. Paul  
Closing date – December 10th, 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.**

NCSA's Indigenous Courtworkers are located in courthouses across Alberta. This program is free of charge and help Indigenous people through the family court system.

Currently, the Indigenous Courtwork program is looking for the right candidate to fill a full-time (4 days/week) position as our Family Courtworker in St. Paul and surrounding areas.

Specific responsibilities of the position include:

- Explaining charges, court procedures, client responsibilities, Legal Aid and lawyers, Children's Services investigations, court orders and circle procedures.
- Supporting clients to prepare and attend court.
- Making referrals 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 operation of child and family services, justice and court systems, corrections, housing, and income support is an asset.
- Social work degree or related human resource experience or experience working with Indigenous youth and families with complex needs.
- Ability to develop relationships and work within the community with organizations and individuals.
- Strong interpersonal relations, communication skills, time management and organizational skills.
- Working knowledge of computers and Microsoft 365.
- Must have a reliable vehicle, valid Alberta driver's license with required liability insurance and confirmation of insurance coverage to transport clients.
- Must provide a completed criminal record check, child intervention check.

Starting salary: \$47,500.00 annual

**Please forward your resume and coverletter to:**

Marg Milicevic, Manager, Human Resources

Email: [careers@ncsa.ca](mailto: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.