

NATIVE COUNSELLING SERVICES OF ALBERTA



Coordinator of Residential Services STAN DANIELS HEALING CENTRE EDMONTON, AB

Competition No. 1708

Closing Date:- November 14th,2017

Native Counselling Services of Alberta (NCSA) is a diverse, dynamic non-government organization that is committed to the holistic wellness and equitable treatment of Alberta's Aboriginal individuals, families and communities since 1970. NCSA is currently looking for an individual to work within our team as a coordinator for all living unit staff. Under the supervision of the Director at Stan Daniels Healing Centre this individual should have a strong work ethics with the ability to work flexible schedules within the mandate of the organization. General responsibilities include scheduling shifts and when required to be on call and cover additional shifts. Training is provided for the position.

Skills and Qualifications:

- Extensive experience working with and understanding of the Indigenous Peoples of Alberta, comfortable learning and observing cultural protocols, experience in working with Elders in a culturally appropriate manner.
- Must possess a valid driver's license; provide driver's abstract, criminal record check and child intervention record prior to hire.
- Proficient in Microsoft Office (Excel, Word, Outlook).
- Must be self-motivated with the ability to work alone and within a team environment.
- Must be prepared when required to work various shifts, with excellent time management skills, with the ability to communicate both verbal and written.
- Minimum education grade 12 with previous experience working with Corrections would be a definite asset.
- Knowledge of the National Parole Board, Correctional Services Canada and Correctional Release Act a definite asset.
- Must have awareness/knowledge of the historical and current issues within our Aboriginal Society, which have resulted in Aboriginal over representation within the Correctional Justice System.

Please forward resume to

Manager Human Resources
Native Counselling Services of Alberta
14904- 121 A Avenue
Edmonton, Alberta T5V 1A3
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We thank all applicants in advance. However, only those selected for an interview will be contacted.

