

# NATIVE COUNSELLING SERVICES OF ALBERTA



## MANAGER FAMILY SERVICE Edmonton, Alberta

**Competition No. 1709**

**Closing Date: November 23<sup>rd</sup>.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 seeking an individual to provide support and direction to individuals that are working toward building stronger relationships within their families and communities.. This is a full time position within the Edmonton area for an individual that is reliable, with the ability to work alone or in a team environment and committed to making a difference in individuals and families. This individual should have a strong work ethic and the ability to work flexible schedule, occasional travel within the mandate of the organization. Additional training provided.

### **Qualifications:**

- Degree, diploma or certificate in a social service field with previous management experience or extensive program related experience.
- Knowledge in working with Ministry of Alberta Children and Youth Services and the Child, Youth and Family Enhancement Act.
- Experience working with and understanding of the Indigenous Peoples of Alberta, comfortable learning and observing cultural protocols and working with Elders in a culturally appropriate manner.
- Excellent organizational time management skills with the ability to take initiative as required.
- Excellent verbal and written communication skills with the ability to demonstrate diplomacy, discretion, confidentiality and professionalism at all times and highly proficient in Microsoft Office (Excel, Word, Outlook).
- Must provide up to date criminal record check, intervention record check, drivers abstract.
- Must have a valid driver's license, reliable vehicle with the required insurance for the position.

Please forward resume, covering letter to

**Manager, Human Resources**  
**Native Counselling Services of Alberta**  
**14904- 121A Avenue**  
**Edmonton, Alberta T5V 1A3**  
**Telephone: 780-451-4002**  
**Fax: 780-428-0187**  
**Email: [marg-milicevic@ncsa.ca](mailto:marg-milicevic@ncsa.ca)**

While we appreciate all responses, we will contact individuals who are under consideration for the position.