

# NATIVE COUNSELLING SERVICES OF ALBERTA



## CRIMINAL COURT WORKER

**Contract Position**

**Calgary, Alberta**

**Competition No. 1729**

**Closing Date: March 15<sup>th</sup>.2018**

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 accepting resumes for an individual to assist clients in both Family and Criminal Court on a regular basis within Calgary and area. This individual will explain client's rights, options and responsibilities. The Court Worker will ensure clients understand court proceedings, expectations and will advocate/speak on behalf of the clients. This individual will also act as a liaison between the clients, courts and other community supports to address the client's needs. This is a six month contract position with possibility of extension.

### **Skills and Qualifications:**

- Minimum of grade 12 education or combination of education and work experience.
- Previous court work experience will be a *definite* asset.
- A good command of the English language both verbal and written.
- Ability to interact with clients, the Aboriginal community, the Justice System and other community organizations.
- Must be prepared to work flexible hours with minimum supervision.
- Must have a valid driver's license, reliable vehicle with required liability insurance for the position.
- Computer based word processing skills essential.
- Must provide recent Criminal Record Check and Child Welfare Check and Driver's Abstract (obtained less than 30 days).

### **Desirable:**

- Knowledge of the Criminal Justice System and court procedures is an asset.
- The ability to speak an Aboriginal language to the area would be an asset.

### **Please forward resume to:**

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

*While we appreciate all responses, only candidates under consideration will be contacted.*

