

NATIVE COUNSELLING SERVICES OF ALBERTA



FAMILY COURT WORKER Permanent Position Edmonton, Alberta

Competition No. 1748

Closing Date: June 5th.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 Family Court within Edmonton and surrounding area. This individual will explain client's rights, options and responsibilities. This individual should have a strong work ethic with the ability to work within the mandate of the organization. Additional training provided.

Skills and Qualifications:

- Minimum of grade 12 education or combination of education and work experience.
- General knowledge of the court systems, community agencies and resources.
- A good command of the English language both verbal and written.
- Excellent organizational, time management skills with the ability to take initiative as required and able to work alone or within a team environment.
- Ability to interact with clients, the Aboriginal community, the Justice System and other community organizations.
- Must have a valid driver's license, reliable vehicle with required liability insurance for the position upon hire.
- Working knowledge and experience with MS office, Word, Excel and Outlook.
- Must provide recent Criminal Record Check and Child Welfare Check and Driver's Abstract (obtained less than 30 days) at the time of the hire.
- Extensive knowledge of Aboriginal people, their culture and language is a definite asset.
- Must learn NCSA Resiliency model and agree to be fully immersed in the model with all interactions with staff and clients.

**Please forward resume
and covering letter to:**

Manager, Human Resources
Native Counselling Services of Alberta
10975 -124 Street
Edmonton, Alberta T5M 0H9
Telephone: 780-451-4002, Fax:780-428-0187
Email: marg-milicevic@nca.ca

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

