

# NATIVE COUNSELLING SERVICES OF ALBERTA



## FAMILY COURT WORKER HIGH LEVEL, Alberta

**Competition No. 1783**

**Closing Date: January 22<sup>nd</sup>.2019**

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 High Level and surrounding area. The Family Court Worker 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 client. 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/Fax: 780-482-7893  
Email: marg-milicevic@ncsa.ca

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