

NATIVE COUNSELLING SERVICES OF ALBERTA



DUAL COURT WORKER

Hinton, Alberta

Competition No. 1819

Expiry: September 20th.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 Indigenous individuals, families and communities since 1970. NCSA is currently accepting resumes for a full time dual court worker position to assist individuals in both criminal and family court in Hinton and surrounding area.. This individual will explain client's rights, options and responsibilities in either criminal or family court. 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. Internal training provided.

Skills/ Qualifications:

- Extensive experience working with and understanding of the Indigenous Peoples of the area, comfortable learning and observing cultural protocol.
- Ability to deal with clients and community in a professional and courteous manner and to develop and strengthen professional working relationships.
- Excellent computer skills including Word, Outlook and Excel.
- Minimum of grade 12 education or combination of education and work experience.
- General knowledge of the court systems, community agencies and resources in Hinton and surrounding area.
- A good command of the English language both verbal and written; computer based work processing skills are essential.
- Ability to work flexible hours when required with minimal supervision.
- Ability to interact with clients, the Indigenous community, the Justice system and other community resources.
- Must have a valid driver's license, reliable vehicle with the required liability insurance for the position.
- Must provide recent police check, child intervention record check and driver's abstract.

Please forward resume to:

Manager, Human Resources
Native Counselling Services of Alberta
14904 – 121 A Avenue
Edmonton, Alberta T5V 1A3
Telephone/Fax: 780-482-7893
Email: marg-milicevic@ncsa.ca

We thank all applicants, all responses; only candidates under consideration will be contacted.