

# NATIVE COUNSELLING SERVICES OF ALBERTA



## CRIMINAL COURT WORKER

Calgary, Alberta

**Competition No. 1887**

**Closing Date: October 20<sup>th</sup>.2020**

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 looking for an individual to work within our team as a Criminal Court Worker in Calgary. This position is responsible for assisting clients in criminal court explaining their rights, options and responsibilities. This individual should have a strong work ethic, non-judgmental and work within the mandate of the organization. Additional training will be provided.

### **Qualifications:**

- Possess a minimum education of grade 12 with post-secondary education and/or previous work experience in corrections an asset.
- Ability to work with clients and the community in a professional, courteous manner to develop and strengthen professional working relationships.
- Working knowledge and experience with MS Office, Word, Excel and Outlook.
- Must have strong interpersonal relations, organizational, decision making, problem solving and time management skills.
- Possess knowledge and in-depth understanding of historic trauma and its impact on Indigenous people. Also must have knowledge and understanding relating to Indigenous culture, ceremony and approaches to healing.
- Must be proficient in the use of grammar, spelling and punctuation in the English language. Previous public speaking is a definite asset.
- Must become proficient with NCSA Resiliency Model and incorporate this into daily interactions with clients, co-workers and the community.
- Must have a valid Alberta driver's license, reliable vehicle with required liability insurance for the position. Must provide up to date driver's abstract, criminal record check, child intervention check.
- Ability to speak an Indigenous language to the area is a definite asset.

Please forward resume, covering letter 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](mailto:marg-milicevic@ncsa.ca)**

While we appreciate all responses, only candidates for an interview will be contacted.

