

NATIVE COUNSELLING SERVICES OF ALBERTA
Full Time Permanent Dual Courtworker
Wabasca Branch Office



Competition No. 1213

Closing Date: Open until position is filled

Native Counselling Services of Alberta is currently seeking an individual to assist clients in Family and Criminal Court on a regular basis, to explain their 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 client and other community supports to address the client's needs. Internal training is provided.

Skills & Qualifications:

- Minimum of grade 12 education or combination of education and work experience.
- General knowledge of community agencies and resources.
- 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 with required liability insurance to carry passengers as part of the job description.
- Provide recent enhanced reliability check including Criminal Record and Child Welfare checks.

Desirable:

- Knowledge of the Family Enhancement Act and Family Court System is a definite asset.
- Knowledge of the Alberta Criminal Justice system and court procedures is an asset.
- The ability to speak an Aboriginal language would be an asset.
- Specialized and technical knowledge of National Parole Board policy and procedures relating to case management is a definite asset.

Please forward resume to:

Regional Supervisor
Native Counselling Services of Alberta
#201,10104- 101 Avenue
Grande Prairie Alberta T8V 0Y3
Telephone: 780-532-9359
Fax: 780-532-9473
Email: marge-mueller@ncsa.ca

We thank all applicants in advance, only those selected for an interview will be contacted.