

# EMPLOYMENT OPPORTUNITY

**SERVICE AREA:** Siksika Justice

**COMPETITION:** JASW-03-07-20-21

**DEPARTMENT:** Siksika Justice

**POSITION:** Administrative Support/ Justice Worker

**DATE POSTED:** July-21-21

**SALARY:** Based on Education and Experience

**DEADLINE:** Aug-03-21

**STATUS:** Temporary Contract

**NOTICE: DEADLINE TIME TO SUBMIT IS 12:00pm (NOON)**

## **General Statement of Duties:**

The Administrative Support/Justice Worker will work primarily with the Aiskapimohkiiks Program within the Siksika Justice Service Area. This individual will assist the Aiskapimohkiiks Program Coordinator in specific areas of duties related to the proper documentation of files, correspondence, client interviews, and court coverage.

## **Duties & Responsibilities: Duties include but are not limited to:**

- Develop and maintain a filing system specific to the Aiskapimohkiiks Program; declaration documents, program reports to the government, list of Elders and mediators, client files, events/activities, resource information, program inventory of equipment and furniture, etc.;
- Will conduct interviews with all parties referred to the program and/or involved in the dispute resolution case;
- Will organize and set up mediations and mentoring virtual sessions.
- Will assist in preparing an evaluation report for each client referral; follow up on each case referred to the program;
- Attend Provincial Court to provide updates on program referrals.

**\*\*SEE RECRUITMENT OFFICER FOR A COMPLETE JOB DESCRIPTION\*\***

## **MINIMUM QUALIFICATIONS:**

### **Required Knowledge, Skills and Abilities:**

Must have a professional attitude to understand and deal with problems in a professional and positive manner, and be courteous to all people; Must have organizational skills to be able to maintain an effective and efficient environment; Must have excellent communication skills to be able to create and maintain good working relationships with Court Personnel, Justice Employees and the community; Knowledge of office administration; computer skills are essential and required; Ability to work with confidential information with integrity and trust; Must be self-motivated and be able to work with minimal supervision.

### **Education and Experience:**

- High School Diploma or equivalent
- Business Administration Certificate will be an asset
- Two (2) years' experience working in an office.

### **Other:**

- Valid Alberta Class 5 Driver's License;
- Current Criminal Record Check;
- Requires general knowledge of the Siksika Nation culture; ability to speak and communicate in the Siksika language will be an asset.

**SUBMIT APPLICATION & RESUME TO RECRUITMENT OFFICE**

**NOTE: ONLY CANDIDATES GRANTED INTERVIEWS WILL BE NOTIFIED BY PHONE**



**Contact Siksika Nation Human Resources Department  
Candice Many Heads OR Tennie Running Rabbit  
Siksika Human Resources Department**

P.O. Box 1129, Siksika, AB T0J 3W0

Phone: (403) 734-5567/ 734-5579 Fax: (403) 734-4012

Toll Free: 1-800-551-5724

[candicemh@siksikanation.com](mailto:candicemh@siksikanation.com) / [tennierr@siksikanation.com](mailto:tennierr@siksikanation.com)