

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Siksika Justice

COMPETITION: JCW-06-07-19-21

DEPARTMENT: Court Worker Program

POSITION: Court Worker

DATE POSTED: Jul-19-21

SALARY: Based on Education and Experience

DEADLINE: Jul-30-21

STATUS: Term Contract

NOTICE: DEADLINE TIME TO SUBMIT IS 12:00 p.m. (NOON)

General Statement of Duties:

The Court Worker will assist Siksika Nation members in conflict with the legal system, and attend court in Siksika, Brooks and Strathmore to assist Siksika members with criminal code matters, youth justice act, and with a focus on family law and child welfare matters.

Duties and Responsibilities: Duties include but are not limited to:

- Interview clients; interpret legal documents, explain charges, options, rights and responsibilities, and dispositions;
- Attend court to assist Siksika members; explain court function, etiquette, procedures and processes;
- Consult with court personnel about the client's circumstances;
- Assist clients after business hours if required; clients calling from police stations and make appropriate referrals to legal aid or to other lawyers;
- Maintain up to date client file information;

CONTACT GENERALIST RECRUITING MANAGER FOR COMPLETE JOB DESCRIPTION & EMPLOYMENT APPLICATION FORM

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Must have a professional attitude to understand and deal with problems in a positive manner and be courteous to all people who are involved with the Court Worker Program. Must have effective organizational/stress management skills to completed required tasks. Ability to work with confidential information with integrity and trust. Must be able to communicate effectively both orally and in writing. Computer skills are essential and required. Knowledge of the Canadian Justice System, Children Services, and Siksika Traditional Laws.

Education and Experience:

- Diploma in Social Work or Criminal Justice is required.
- Bachelor of Criminal Justice or Bachelor of Child Studies Degree is an asset.
- Two years related experience.

Other Factors:

- Valid Alberta Class 5 Driver's License.
- Updated Criminal Record Check.
- Updated Intervention Record Check (Provided by: Government of Alberta - Ministry of Children's Services).
- General knowledge to understand the Siksika culture and speak the Blackfoot language.

SUBMIT EMPLOYMENT APPLICATION FORM & RESUME

NOTE: ONLY CANDIDATES GRANTED INTERVIEWS WILL BE NOTIFIED BY PHONE



Contact Generalist Recruiting Manager:

Candice Many Heads, RPR

Siksika Human Resources Department

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