



# NATIVE COURTWORKER

AND COUNSELLING ASSOCIATION OF BRITISH COLUMBIA

<b>Job title</b>	<i>Clerical Support – Lower Mainland</i>
<b>Reports to</b>	<i>Regional Manager</i>
<b>Status</b>	<i>Full Time – 35 hours per week</i>
<b>Salary</b>	<i>As per BCGEU Salary Grid - \$43,317.76 - \$50,145.72 (per year)</i>

## **Our Organization – Mission Statement: “A Helping Hand to Justice”**

The Native Courtworker and Counselling Association of British Columbia (NCCABC) provides culturally-appropriate services to Indigenous people and communities consistent with their needs. Our services are accomplished by assisting persons involved in the criminal justice system; providing access to counselling and referral services for clients with substance abuse and detox support issues; providing advocate services for Indigenous family and youth. Our dedicated employees are responsible to the needs of the community by providing quality, innovative and educational options where people are treated with dignity and respect.

## **The Position**

We are looking for an individual to provide clerical support to the Native Courtworker and Health Programs in the Lower Mainland to ensure day to day operations run smoothly.

This position is based in NCCABC's Vancouver Counselling Services Office located at **520 Richards Street, Vancouver, BC, V6B 3A2**. Under the supervision of the Regional Manager. This position is subject to the policies and procedures of the Association and agreeing to join the British Columbia Government and Service Employees' Union.

## **Duties and Responsibilities**

This position will act as an intermediary between the Native Courtworkers, the Health Programs Team, the Regional Manager, and the Administrative Accounting Assistant.

### **Some of the duties and responsibilities, the incumbent will:**

- Greet walk-in clients in a professional and friendly manner, ascertain the nature of their inquiry and direct them accordingly.
- Sort, record, and distribute incoming mail, emails, and phone calls to the appropriate person(s).
- Conduct intakes with clients, ensuring all the client forms are filled out correctly and received by the appropriate employee and filed properly within accordance with privacy laws.
- Ensure any travel claims are received from the Lower Mainland employees and signed by the Regional Manager and sent to the Administrative Accounting Assistant by the cut off times for processing.
- Assist the Regional Manager in overseeing statistical data of the Native Courtworker and Health Programs.
- Assist the Regional Manager in identifying and/or writing funding proposals.



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- Working with the Administrative Accounting Assistant in improving processes, which may include and is not limited to creating spreadsheets, forms, schedules, establishing effective communication channels that will ensure the day-to-day operations run smoothly.
- Ensure that cultural support is provided.

## Knowledge, Skills, and Education

This position requires a highly motivated, self-disciplined, and creative individual who has a high school diploma or equivalent and at least one year experience in an office setting or completion of an Office Administration Course.

### The ideal candidate should also possess:

- Knowledge and understanding of Indigenous culture and traditions and a demonstrated ability to work with Indigenous people. **Preference will be given to individuals with an Indigenous background as per section of Section 41 of the Human Rights Code**
- Basic knowledge of justice systems and their functions, sentencing principles, alternative measures, and restorative justice principles,
- Knowledge of the Vancouver Indigenous community and services,
- Ability to communicate effectively both orally and in writing,
- Knowledge of Microsoft word, excel, internet and database management systems would be an asset,
- Must be able to travel. A class 5 driver's license is a requirement for this position,
- Must be able to exercise a considerable level of ingenuity, judgement, and analysis, use of independent thought and initiative in applying special skills and knowledge towards problem solving,
- The successful candidate will be subject to a Vulnerable Sector Criminal Record Check.

## Why us

If you are a compassionate individual, possess innovative ideas, and are interested in learning how to provide others with a clear path to justice, and in achieving a healthier lifestyle free from alcohol and drugs then you will be starting a rewarding career with a reputable organization.

## Application Process

The deadline for applications is Tuesday January 31, 2023, at 4:00 p.m. PST. To apply, please enclose a cover letter, along with your resume to:

ralcock@nccabc.com with the subject line: Clerical Support

**Be advised that only the candidates selected for an interview will be contacted. Thank you for your interest in this position.**

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