NATIVE COURTWORKER
AND COUNSELLING ASSOCIATION OF BRITISH COLUMBIA
A Helping Hand to Justice

Job title	*Native Courtworker – Cranbrook*
Reports to	*Regional Manager*
Status	*Full Time – 35 hours per week*
Salary	*As per BCGEU Salary Grid - $57,716.64- $67,204.98 (per year)*

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 that can support our clients by ensuring that the needs of all Indigenous people going through the BC justice system are fully met.

This position is based in **46 17 Ave S, Cranbrook, BC. V1C 2Z4 and is responsible for covering Cranbrook, Fernie and Invermere.** Under the supervision of the Regional Manager. This position is subject to the policies and procedures of the Association and agreeing to join the BC General Employees' Union (BCGEU).

Duties and Responsibilities

This position will act as an intermediary between Indigenous accused and the criminal justice system. Some of the duties and responsibilities, the incumbent will:

- Provide support on Court procedures and processes, arrange for and/or attend court and legal appointments as necessary
- Assist in completing affidavits and all other legal forms
- Support the accused in navigating the Criminal justice system
- Provide referrals for complementary and alternative services that support Court process
- Maintain knowledge of current and new legislation that pertains to all aspects of the Court process
- Maintain partnerships with agencies and programs that support our program
- Ensure that cultural support is provided.

Knowledge, Skills, and Education

This position requires a highly motivated and creative individual with at least two years criminology or direct related work and lived experience. The ideal candidate should also possess:

- Knowledge and understanding of Indigenous culture and traditions and a demonstrated ability to work with Indigenous people. **We seek individuals with an Indigenous background as per section of Section 41 of the Human Rights Code**
- Some knowledge of justice systems and their functions, sentencing principles, alternative measures, and restorative justice principles,
- General understanding of criminal procedures and Acts,
- 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 and access to a reliable vehicle 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 caring individual, possess innovative ideas, and can provide others with a clear path to justice, then you will be starting a rewarding career with a reputable organization.

Application Process

The deadline for applications is until position filled. To apply, please enclose a cover letter, along with your resume to:

dfaubert@nccabc.com with the subject line: Cranbrook – Native Courtworker

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