

Yellowhead Tribal Community Corrections Society

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| Job Title: | Indigenous Family Courtworker - South Office |
| Nation/Location: | The Sunchild Justice Building is located in the Sunchild First Nation. * Travel to Rocky Mountain House Court and Red Deer Court will be required |
| Reports To: | The YTCCS Indigenous Family Courtworker position is directly supervised by the YTCCS South Team Lead. |

Program Purpose

The purpose of the YTCCS Indigenous Family Courtwork Program is to support Indigenous persons in navigating the Alberta court system, including the Court of King's Bench of Alberta, which hears matters for child and spousal support, parenting arrangements, private guardianship, and child protection cases. The team also increases awareness and access to available legal, social, and community resources; and increases information about rights, responsibilities, and options under the law within the family court.

Summary of Duties and Responsibilities

- Provide the services outlined below in accordance with the YTCCS Indigenous Family Courtwork Program Manual, the Nation's needs, expectations, and culture.
- Ensure coverage of assigned court(s) and support on call coverage for other courts that serve Yellowhead Tribal Council Nations.
- Provide clients with assistance and information to better prepare them to address their family law situation.
 - Explain options, rights, responsibilities, court philosophy, function, etiquette, pleas, sentencing, and trials to clients.
 - Clarify legal documents and verify client-provided information.
 - Assist clients and their families to access supportive resources, services and programs, ideally available in the community, but also in neighbouring communities or online, and provide referrals when requested.
 - Provide the Justice and court with the context of the family's circumstances as an alternative to the information presented by provincial children's services
- Provide assistance to Indigenous families dealing with matters related to child welfare, including CFS involvement and the *Child, Youth, and Family Enhancement Act*.
- Provide assistance to Indigenous families dealing with family law matters under the *Family Law Act* and any other Acts that may affect Nation members and other Indigenous families at court.
- Establish a connection to communities served and build relationships in the community to support YTCCS Indigenous Family Courtwork program objectives.
- Attend training opportunities to enhance job-related knowledge and skills.
- Maintain written and electronic records of services performed on an ongoing basis.
- Perform other related duties directed by the Executive Director as may be required from time to time.

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Basic Requirements

- College or university diploma in social sciences or equivalent.
- A valid Alberta driver's license and a clean driver's abstract.
- A safe, reliable vehicle with proof of vehicle business insurance coverage (minimum \$2,000,000)
- The ability to work flexible hours with minimal supervision.
- The ability to work within the Child, Youth and Family Enhancement Act and the Family Law Act and to assist a wide variety of people and circumstances.
- A good written and verbal command of the English language.
- Working knowledge and experience with computers and different software platforms, such as Microsoft Office applications and online databases.
- The ability to speak publicly.
- Strong interpersonal relations, communication skills, time management and organizational skills.

Desirable attributes:

- Knowledge of the people, culture, traditions, and values of the Nation being served.
- Indigenous cultural awareness and knowledge as part of lived experience.
- Ability to speak an Indigenous language.
- Knowledge of relevant legislation (Family Law Act; Child, Youth and Family Enhancement Act, Children's Services; Bill C-92)

Supports for staff

- Amongst other things, per YTCCS policies, these include:
- Time and support to access wellness supports, including cultural events;
- Opportunity to take training in job-related topics;
- Technology (laptop and cell phone); and
- Monthly supervision and debrief opportunities, staff team development and relationships.
- After completing a probationary period at the beginning of their employment, health benefits and a pension plan.

Additional Notes:

- This position requires travel to deliver services
- The successful candidate must complete a Suitable Security Screening (Criminal Record check and Intervention Record check)
- Proof of a valid driver's licence may be required
- Additional pre-employment screening may be required

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| <p>Please forward a cover letter and resume and three references to:</p> <p>Janine Kipling YTCCS Executive Assistant janine@ytccs.ca Subject Line: FamilyCourtworker_South</p> | <p>Competition Ends: May 6, 2026, at 4:30 PM</p> <p><i>We thank all applicants for their interest. Only individuals selected for interviews will be contacted. All resumes must be received by May 6, 2026, no later than 4:30 p.m.</i></p> |
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Background: Yellowhead Tribal Community Corrections Society (YTCCS) was incorporated as a non-profit society under the Societies Act of Alberta on November 26, 1990. The organization's primary mandate is to provide traditional, culturally sensitive programs and services that address the present and future needs of each member community in the areas of Community

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Corrections and Courtwork services. For a comprehensive list of programs and resources, please visit their website at www.ytccs.ca.