



YELLOWHEAD TRIBAL COMMUNITY CORRECTIONS SOCIETY

Room 300, 17304 – 105 Avenue, Edmonton. Alberta T5S 1G4

Phone: (780) 483-9404 Fax: (780) 481-4952

Job Title:	YTCCS Dual Courtworker	Location:	YTCCS - Edmonton Office
Department/Group:	YTCCS Courtworker Program	Level/Salary Range:	Based upon education and experience
Reports to:	YTCCS Executive Director	Travel Required:	Yes
HR Contact:	Joy Sandy	Position Type:	Contract
Applications Accepted By:			

EMAIL: janine@ytccs.ca Subject Line: ICW_EDM	CLOSING DATE: August 26, 2026
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JOB DESCRIPTION

The purpose of the YTCCS Courtworker Program is to support Indigenous persons in navigating the criminal and family justice system; increase awareness and access to available legal, social, and community resources; and increase information about rights, responsibilities, and options under the law within the justice system.

ROLE AND RESPONSIBILITIES

- Ensure assigned court is covered as required and provide on-call coverage for remaining courts that serve Yellowhead Tribal Council member Nations.
 - Travel to and early arrival at court to meet with clients.
 - Approach individuals to determine if they require assistance and be accessible to clients.
- Provide information and assistance to clients with matters under the Criminal Code of Canada, Child, Youth and Family Enhancement Act, the Family Law Act and other acts at court that may affect Nation members and other Indigenous families:
 - Interview, obtain relevant court information to understand their situation, and consult with court personnel about client's circumstances.
 - Explain charges, options, rights, responsibilities, court philosophy, function, etiquette, pleas, sentencing, and trials to clients.
 - Clarify legal documents and verify information received from clients.

- Assist clients and their families to access supportive resources, services and programs, ideally available in Nation but also in neighbouring communities or online, and provide referrals when requested.
- Provide court assistance to clients at court:
 - Speak on behalf of clients to judicial interim release, adjournments, pleas, sentencing, and trials.
 - Assist clients by explaining the trial and court dispositions and assist clients to fulfill dispositions.
 - Provide language interpretation where required.
 - Clarify court procedures and client rights, privileges, and responsibilities for family law matters in Alberta.
- Provide information and assistance to court personnel to create awareness and understanding of clients' situation:
 - Inform Justice and court personnel about culture, traditions, values, languages, and socio-economic conditions in ways that may enhance their understanding of the clients and their situations.
 - Prepare court reports as may be requested by justice system personnel and approved by the YTCCS management
 - Provide appropriate referrals to other YTCCS programs and services, legal assistance or community resources as may be appropriate.
 - Maintain up-to-date working knowledge of resources, services, and programs available within the community.
- Provide liaison services.
- Help clients and their families address issues identified by provincial children's services staff, working to plan for the least intrusive measures to keep children safely with their families.
- Collaborate with caseworkers and other agencies, including Nation services and Delegated First Nations Agencies that are involved with families and have requested court support.
- Attend training opportunities to enhance job-related knowledge.
- Attend YTC and YTCCS training and meetings as required.
- Facilitate workshops to promote public awareness and knowledge of legal matters and participate in conferences and inter-agency meetings. Public speaking is expected when required.
- Maintain monthly statistical data, monthly reports, expenses, and any other relevant information as required within specified periods.
- Maintain accurate, up-to-date client file documentation on all interactions and services provided to clients.
- Support YTC Nation Justice Committees by co-ordination of schedules, follow up with individuals, and perform other administrative tasks as required by the YTCCS management.
- Perform job-related duties requested from time to time by the YTCCS management.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum grade 12 or equivalent combination of education and work experience
- Ability to work flexible hours, perform multiple tasks with minimal supervision.
- Proficiency with Microsoft Office programs.

- Valid driver's licence, own vehicle, and ability to get transportation insurance.
- Related work experience in casework, counselling, corrections, or any combination of these will be considered an asset.

Successful applicants with social work credentials will be required to maintain registration with the Alberta College of Social Workers and will require the insurance that will be reimbursed by the organization.

PREFERRED SKILLS

- Knowledge of the justice system (for example court processes and documents)
- Knowledge of relevant legislation, including Family Law Act; Child, Youth and Family Enhancement Act; and An Act Respecting First Nations, Inuit and Métis Children, Youth and Families (Bill C-92)
- Knowledge of FASD and Gladue factors
- Strong IT Skills including ability to use computer software and programs
- Experience with planning and facilitating community engagements and presentations
- Ability to produce professional documents, reports, and presentations
- Ability to work independently and in a team environment
- Excellent organization and time management skills
- Exceptional verbal, written, listening and interpersonal communication skills
- Ability to split focus and prioritize the various assigned tasks
- Ability to lift 20 lbs. and sit for extended periods
- Ability to handle sensitive and confidential information effectively
- Knowledge of YTC First Nations, cultures, and values

ADDITIONAL NOTES

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

I HAVE READ AND UNDERSTAND THE JOB REQUIREMENTS, RESPONSIBILITIES, AND EXPECTATIONS SET FORTH IN THE JOB DESCRIPTION PROVIDED FOR MY POSITION. I ATTEST THAT I AM ABLE TO PERFORM THE ESSENTIAL JOB FUNCTIONS AS OUTLINED WITH OR WITHOUT ANY REASONABLE ACCOMMODATIONS.

Staff Signature		Date	
Director Signature		Date	