



Siksika Family Services Corporation

SIKSIKA CHILDREN'S SERVICES

COURT WORKER

CALGARY, AB

Permanent Full-Time

Closing Date: OPEN until position is filled.

03/24



GENERAL STATEMENT OF POSITION:

The Court Worker is a key role in the Siksika Children's Services on and Off Reserve cases currently in the court system. The Court Worker works within the Casework Practice Model and is required to perform assistance to Caseworkers and Siksika families involved with the court system. This includes the duties associated with the different Assessment Phases. Assessment duties involve gathering court documents from Caseworkers and ensuring proper court process is followed within timeframes based on intervention as defined in the Child, Youth, and Family Enhancement Act (CYFEA), establishing the type of application required to meet the deadlines. The Court Worker is responsible for the implementation and delivery of the Siksika Children's Services Program in accordance to Siksika culture and traditions incorporated by the agency.

REPORTS TO: Siksika Children's Services Managers

DUTIES AND RESPONSIBILITIES:

- Receives all court information regarding child intervention applications. Examines documents and determines whether documents are properly prepared and to provide information to Caseworkers and Team Leads of proper documentation and court processes.
- Ensuring compliance with various legislation, policies, procedures and directions of the court.
- Provide assistance to Siksika families by interpreting and answering court procedural questions in relation to legislation and policies.
- Prepare and keep data on each Siksika family involved in the court system with current status as well as what is required for each stage of court process.
- Responsible for effective management of Siksika family court cases to ensure families have support with their court process.
- Effective communication between various internal and external professionals involved with Siksika families.
- Must have strong advocacy skills when working with Siksika families involved in the court system.
- Ensures the inclusion of all Siksika family networks who are involved in the court system.
- Knowledge of Secure Services, Pchad, PSeca and other relevant legislation.
- Additional duties are required.

EDUCATION AND EXPERIENCE:

- Diploma in Justice Studies and other related diplomas will be considered.
- Two to three years' direct related court experience
- Experience working with Siksika families and children or with other First Nation children and families is an asset.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com

Please quote **Job Title** on your cover letter.

IMPORTANT: All applications *must* be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.



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2. *Clear Criminal Record and Child Intervention Check.*
3. *Copy of Driver 's License.*

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.