



# Tsuu Tina/Stoney Corrections Society Indigenous Court Worker Program

## Employment Opportunity Dual Court Work Navigator (60% - 3 days/week)

Title: Dual Court Work Navigator  
Reports to: Court Worker Supervisor  
Designation: Part-time, (60%) (3 days/week)

Opens: June 22, 2026

Closes: July 6, 2026; 11:59pm

### **SUMMARY:**

Tsuu Tina/Stoney Corrections Society (TTSC) is seeking to fill a position of a Dual Courtworker Navigator (Family & Criminal) on a part time basis, 3 days per week. (21 hours per week). The successful candidate will be mainly responsible for assisting the clients who are presently going through the Family Court system. Also, assist the 2 Courtworkers, when required at Regional Justice Courts, which includes - Airdrie; Didsbury; Diamond Valley; Okotoks; Canmore; Cochrane; Tsuu T'ina Peacemaking Court, as well, Virtual Court sittings at Mm̄Thn̄ (Morley), and Gahn̄h̄ (Eden Valley). This job requires travel mainly to Calgary for Family Court, regional justice courthouses and first nation communities.

### **DUTIES & RESPONSIBILITIES:**

- Main duties to provide assistance to clients with family law matters, child support, applications, guardianship, mediation and Judicial Dispute Resolution (JDR).
- To assist clients and provide the necessary information to better understand their rights & responsibilities within the Justice System – Family, Criminal, and Traffic.
- Provide information to clients regarding Court Procedure and Courtroom etiquette.
- Outreach to the 3 First Nation communities - Mm̄Thn̄, Tsuutina and Gahn̄h̄.
- Must in a team-oriented setting with the 2 Courtworkers to provide proper coverage in regional justice courts.
- Will be required to speak on behalf of clients for Court Appearances, Bail Release, Adjournments, pleas, and sentencing when requested.
- Must be comfortable in speaking in a public setting and in a Courtroom environment.
- Maintain monthly reports and monthly statistical data for accumulation at year end reporting.
- Maintain accurate up-to-date file documentation for clients.
- Establish and maintain a positive working relationship between Court Personnel, Law Enforcement Agencies, and community-based programs/services in the 3 communities.
- Provide information and assistance to Court Personnel to create cultural awareness and understanding of the client's situation and to have an understanding of *Glade* considerations.
- Provide information on available resources, services, programs available in the 3 first nations communities, surrounding rural towns and the City of Calgary.
- Required to assist the Court Work Supervisor for educational outreach to the communities and other programs/agencies regarding the Justice System.
- Provide language interpretation when required or assist in identifying resources for a language interpreter.
- Attend professional development/training opportunities to enhance job related knowledge.
- Perform other related duties as assigned by the Court Work Supervisor.

### **SKILLS & QUALIFICATIONS:**

- Minimum Grade 12 diploma. Post-Secondary education in related fields is an asset, AND/OR equivalent combination of education and work experience.
- Previous experience in Case Management involving clients who have complex needs.
- Demonstrate strong written and communication skills, Professional boundaries, Human Service skills, and the clear ability to respect and maintain confidentiality.
- Demonstrate strong organizational skills and ability to meet deadlines.
- Self-motivated with the ability to work in a team-oriented setting.
- The ability to work in a high pace environment, under minimal supervision.
- Demonstrate an understanding of the *Family Law Act*, *Child, Youth and Family Enhancement Act*, *Matrimonial Real Property*, *Protection Against Violence Protection Act*, *Criminal Code of Canada*,

*Controlled Drug and Substance Act, Youth Criminal Justice Act, Traffic Safety Act, Tsuu T'ina Nation By-Laws, Gaming and Liquor Act of Alberta.* Demonstrate an understanding of Gladue principles.

- Knowledgeable in computer-based applications and programs.
- Knowledge of Indigenous People, their culture, values, traditions, and belief system an asset
- Ability to speak or understand the Stoney/Nakoda Language and/or Tsuutina Language an asset.

**OTHER REQUIREMENTS:**

- Must have a reliable vehicle, a valid driver's license and adequate insurance as required for the position. \
- Must provide a recent Criminal Record Check and Vulnerable Sector Check that has been completed within 60 days of applying for this job.

**If you are qualified and interested in the position of Dual Court Work Navigator, please submit a cover letter and a resume to:** Selection Committee, Tsuu T'ina/Stoney Corrections Society – 595 Six Mile Coulee Road, Tsuu T'ina, Alberta T3T 0C4 and email the TTSC Board of Directors at [TTSCboardofdirectors@tsuutina.com](mailto:TTSCboardofdirectors@tsuutina.com)

If you have any questions, please call 403-238-5649 and speak to Sheila Manyhorses, Manager.

**Open Date: Monday – June 22, 2026**

**Closing Date: Monday – July 6, 2026, 11:59PM**

We thank all candidates for their interest. Only individuals selected for interviews will be contacted.