



**The File Hills Qu'Appelle Tribal Council
Justice Department
Full Time Court Worker position**

The File Hills Qu'Appelle Tribal Council (FHQTC) invites applications for a highly motivated individual for the position of **Court Worker**. The successful candidate will report directly to the Director of Justice and will be responsible for but not limited to the following duties:

- Attend court with or on behalf of clients, provide referrals or assistance with accessing legal representation or information about Alternative measures.
- Interview, support and assist clients and help them understand the court process, proceedings, legal information, bail hearing process and sentencing options.
- Maintain confidential client records and referrals to programs and all file information about victims and offenders, in accordance with the Youth Criminal Justice Act and the Canadian Criminal Code.
- Assist the Justice committees in identifying appropriate methods of intervention by utilizing knowledge of human behavior, and available community resources.
- Meet regularly with FHQTC Justice staff, community justice workers and other agencies to exchange and share information related to programs and services.
- Collaborate with communities for development of Justice and crime prevention programming/facilitation to schools, justice committees and agencies.

QUALIFICATIONS:

- A post-secondary diploma or degree and/or combined experience from an accredited justice related program. One-year practical experience in the judicial system working within the Court process.
- Certification in Victim Offender Mediation, Resolving Conflict Constructively or Court Worker training would be an asset.
- Must be knowledgeable and have an interest in the Canadian Justice System with regards to First Nation/Aboriginal Justice reform.
- Excellent interpersonal and communication skills, written and verbal. Proper Court etiquette.
- Proficient knowledge of computers, MS office and database software.
- The ability to work independently with strong organizational skills.
- Must be willing to travel and must possess a valid driver's license and vehicle.
- Knowledge and Respect for First Nations culture, traditions and values.

APPLICATIONS MUST BE RECEIVED BY August 7, 2025

Please submit resumes along with three references to:

Human Resources
File Hills Qu'Appelle Tribal Council
Box 985
Fort Qu'Appelle, SK S0G 1S0
Fax: (306) 332-1811

Email: hr@fhqtc.com