



First Nations Community Claims Administrators

Indigenous - Remote - Full Time

The claims Administrators will be working closely with Indigenous people across Canada. They will be working closely with First Nations Child and Family Services and Jordan's Principle class action.

We will be hiring in Saskatchewan, Alberta, BC & Quebec - Urban and Rural Positions (Some positions will be remote)

General Responsibilities:

- Provide support to individuals with diplomacy throughout the claim form process.
- Develop and foster relationships with claimants.
- Assist claimants in completing claim forms and connecting them with support resources.
- Assist claimants in checking claim status and navigating the appeals process.
- Educate individuals on the claims process and settlement benchmarks.
- Participate in training sessions to ensure effective claims support.
- Ability to pivot and adapt to changes as required.

Qualifications:

- Minimum of three (3) years' experience
- Ability to establish trust and communication with individuals dealing with (intergenerational) trauma.
- Proficient in technology and online platforms.
- Strong interpersonal and communication skills.
- Willingness to travel across Canada.
- Provide virtual support to claimants by phone, internet or in person.

Additional Benefits

- Familiarity with Indigenous regional governance structures.
- Understanding of Indigenous culture, history, and trauma impacts.
- Knowledge of colonial policies and their effects on Indigenous communities.
- Fluent in Indigenous Language would be an added value.
- If you are working on First Nations land you will be tax exempt.
- Reliable vehicle.

Should you be unable to apply directly to the posting, please email resume to claimsopportunities@spiritstaffing.com

We thank all applicants for applying, however only those considered for an interview will be contacted directly. Check out our website at www.spiritomega.org for other opportunities.

Spirit Omega is committed to a diverse and inclusive workplace. We welcome applications from anyone, including Indigenous peoples, visible minorities, women, persons with disabilities, persons of minority sexual orientations and gender identities.

“We are leaders in Workforce Diversity Solutions”