

Spirit Employment & Training Edmonton Ltd.

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Ph: 780 430 8262

“We are dedicated to the development and advancement of Indigenous people”

First Nations Community Claims Administrators

Indigenous - Remote - Full Time

First Nations Community Claims Administrator

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 are seeking candidates from Across Canada, 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 years’ experience in a similar position or Bachelor of Social Work
- 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.

Please send resume along with cover letter to:

Edmonton@spiritstaffingedm.com