



First Nations Community Claims Helper

Full-Time | Remote, Hybrid

Salary: \$60,000–\$65,000

Rouyn-Noranda / Abitibiwinni / Val D'or / Lac Simon / La Tuque / Uashat Mak Mani-Utenam / Unamen Shipu / Kawawachikamach

As a Claims Helper, you will support individuals impacted by the First Nations Child and Family Services and Jordan's Principle Settlement. Your role involves providing compassionate, trauma-informed assistance to claimants navigating the settlement process, ensuring they are well-informed and supported throughout.

Key Responsibilities

Provide direct claim form assistance to claimants, ensuring a compassionate, trauma-informed, and culturally safe approach.

Collaborate with other Claims Helpers within your region to address potential support gaps.

Build relationships with local First Nations communities, band councils, and community organizations.

Assist claimants with understanding the settlement process, submitting claims, checking statuses, and appealing decisions.

Guide claimants in accessing mental health, legal, and cultural resources as needed.

Participate in mandatory training to ensure you are equipped to deliver support.

Adapt to program changes and pivot priorities as necessary.

Requirements

Travel: Frequent travel within your geographic region is required, including regular visits to First Nations communities. Evening and weekend work may be required based on community needs.

Residency: Applicants must live in or near their assigned region.

Qualifications

3+ years of experience working with Indigenous communities or individuals.

Strong knowledge of Indigenous culture, history, and the impacts of intergenerational trauma.

Understanding of colonial policies and their effects on First Nations peoples.

Ability to build trust and communicate effectively with diverse groups.

Intermediate proficiency with technology and virtual platforms.

Willingness to travel, including occasional overnight stays only if necessary.

Preferred: Firsthand experience living or working in an Indigenous community.

Competitive salary: \$60,000–\$65,000.

Benefits: Health, dental, life, and disability insurance (100% employer paid), an Employee Assistance Program, and a Flex Health Spending Account.

Vacation: 3 weeks of accrued paid vacation annually.

To apply, please copy this link: <https://jobs.spiritomega.com/First-Nations-Community-Claims-Helper-Jobs-in-Remote-/12106287>

****We thank all applicants for applying, however only those considered for an interview will be contacted directly****

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

Looking for more opportunities? Check out our website at jobs.spiritomega.com