LITTLE RED RIVER CREE NATION

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Fox Lake Recovery Coordinator Position Description

We are hiring four full-time temporary contracted Disaster Recovery Coordinators for a one-year term, with the possibility of an extension. Submitted resumes may be used to hire additional coordinators if needed. The jobs are temporary and will initially for one year; however, as workload decreases temporary workers may be released sooner than one year.

This role will be to design and develop processes to support the recovery and re-building of Fox Lake. The incumbents must live in Fox Lake. They will work directly with homeowners to coordinate statements of loss and damage and are specifically tasked with assisting homeowners with tracking and submitting lost contents for reimbursement and managing the re-building and repair of homes.

Your key objectives:
Reporting to the Director of Operations Office, you will support homeowners and families who have a statement of loss and damage. You will help them determine eligibility of their claim and be a liaison with Indigenous Services Canada. This position will develop supporting documents, procedures and policies related to the administration of the Fox Lake Recovery Program.

To be successful in this role you will need strong computer skills (All Microsoft Office products), writing skills, be fluent in Cree and English have strong research, analysis skills; strong financial abilities and have superior communication skills, thriving in a highly demanding community service focused position, while flexibility in shifting priorities quickly.

Job Responsibilities:

- Set-up a statement of loss and damage application centre.
- Help homeowners fill out, and keep track of, all paperwork related to their statement of loss and damage.
- Create files for each statement of loss and damage.
- Liaise between the homeowner and Indigenous Services Canada.
- Support and advocate for homeowners seeking disaster financial assistance.
- Support homeowners through the repair and re-building phase.
- Provide information to homeowners as they move through the recovery process.

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Qualifications:

Required:
Two-year diploma or one year certificate in social work, business administration, emergency management, or social program case management or equivalent plus 1-2 years' experience working in an office or program setting.

The following equivalency will also be considered: Directly related education or experience considered based on:

- 1 year of education for 1 year of experience; or
- 1 year of experience for 1 year of education

Applicants must be able to drive or have transportation so they can get between evacuee centres, the John D'or Band Office, and Fox Lake. While you are not required to have a drivers license for this position you must have reliable and consistent transportation.

Assets but not required:

- Knowledge of the Indigenous Services Canada Emergency Management Assistance Program and Build Back Better Strategy.
- Knowledge of the home construction process.
- Experience with using Microsoft SharePoint.

Salary Range: $2,588.06 to $3,397.76 bi-weekly. ($67,548 - $88,681/ year)

Other Requirements:

- Should live in Fox Lake or be able to live in Fox Lake but is not required.
- Must be fluent in Cree and English.

Please submit your resume to foxlakerecovery@lrrcn.ab.ca no later than August 15, 2023 4PM MST.