

# FEMA is hiring local tribal members

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FEMA is hiring temporary local employees to help with the continued recovery on the Crow Tribe Reservation. Local hire positions are 120-day appointments. These positions are open to enrolled members of the Crow Tribe of Montana and will work from the Black Lodge Community Center.

## **Positions:**

**Applicant Services Program Specialist (10 openings)** - Applicant Services Program Specialists support the delivery of disaster assistance to tribal members still navigating the assistance process. \$16.20/hour. Duties may include:

- Communicating directly with the disaster survivors, to discuss case status and provide clarification with the assistance process, disaster assistance programs, and the current status of cases.
- Entering and retrieving information from the National Emergency Management Information System (NEMIS) software program in response to inquiries from applicants concerning the status of disaster applications.
- Requesting and reviewing additional information and/or documentation from the applicant and verifying information is complete and appropriate.
- Compiling, reconciling, and correlating workload data from a variety of sources with different reporting requirements and formats.
- Crosschecking, analyzing, and interpreting data to obtain and provide accurate and relevant information.

**Voluntary Agency Liaison Specialist: (1 opening)** - The Voluntary Agency Liaison Specialist will help create partnerships with local, state and other partners to address unmet needs, identify resources and coordinate services to survivors. \$28.45/hour. Duties may include:

- Coordinating requests and registering survivors for disaster assistance programs.



- Developing and maintaining close working relationships with internal and external program offices.
- Supporting leadership in the administration of programs and plans impacting the delivery of recovery services.
- Providing technical knowledge of the agency policies and procedures to disaster survivors and external partnering agencies.
- Interacts directly with disaster survivors, voluntary agencies, community-based organizations or local government to share information, coordinate disaster services and resources and ensure FEMA programs are delivered effectively to impacted communities.
- Engages with survivors and local officials in affected communities to identify immediate and unmet needs that can be addressed with assistance and resources available through FEMA and/or whole community partners. Maintains positive internal and external relationships to ensure effective communication and timely response to all requests for assistance.
- Conducts community outreach and creates partnerships with local and state emergency managers, disability partners, private sector, voluntary agencies, and faith-based and community-based organizations to foster information sharing for shared operating picture, gather unmet needs, determine available resources and to coordinate the delivery in inclusive services to survivors.

## How to apply

Interested tribal members may **drop off a resumé** at the FEMA Recovery Assistance Center (formerly the Disaster Recovery Center):

Black Lodge Community Center, 6774 Crow River Road, Hardin. (I-90 at the Dunmore exit, #503)

Current hours: Monday-Saturday, 9 a.m. to 4 p.m.

***New hours beginning March 3: Monday-Friday, 9 a.m. to 4 p.m. [Closed Sat., Sun. and holidays]***

The deadline to drop off a resumé for these positions is Friday, March 14, 2025.

Questions? Stop by the Recovery Assistance Center during business hours and ask to speak with a FEMA staff person.

