

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.

