

## **Command Service Officer -Southern Alberta Service Bureau**

Alberta-NWT Command

The Royal Canadian Legion

*Working for Veterans, their families and members of the RCMP*

The Alberta-NWT Command requires a full time Command Service Officer based in Calgary. This rewarding position will draw on an individual's ability to understand the struggles our Veterans, their families and RCMP face and help make a difference in their lives.

Reporting to the Executive Director, the successful candidate will assist Veterans and or their families with applications for disability pensions through Veterans Affairs Canada and counsel Veterans on other available benefits and programs as well as assist RCMP with disability claims. Through the Poliomyelitis Foundation, the successful candidate will also review requests from post-polio sufferers.

### **Duties:**

- Assist in the completion of applications and claim forms
- Register disability claims
- Review Military Service Medical Files
- Prepare documents and formulate information in support of claim submissions
- Provide briefings on support and services offered by the Command Service Bureau
- Review requests from post-polio victims for equipment etc., and prepare recommendations to our Poliomyelitis Foundation for approval
- Conduct home visits
- A current drivers license and own vehicle is essential as travel is required

### **Skills:**

- Analytical
- Computer literate
- Detail oriented
- Excellent organizational skills
- Effective communicator
- Able to interact with various age groups
- Empathetic, compassionate and respectful
- Able to represent the organization at functions and events
- Experience working in a medical field beneficial
- Military Service or Veterans Affairs Canada experience preferred but not necessary

The confidentiality and privacy of our clients is paramount. The Command Service Officer will be required to undergo an Enhanced Security Screening and complete the Command Service Officer Training Course.

The Alberta-NWT Command of The Royal Canadian Legion offers a benefit plan which includes medical and dental.

Please forward resume and salary expectations to [hr@abnwtlegion.com](mailto:hr@abnwtlegion.com)

Thank you to all applicants, but only those selected for an interview will be contacted.  
No phone calls please.

The Royal Canadian Legion is the largest Veteran's organization in Canada. Alberta-NWT Command of The Royal Canadian Legion is a not-for-profit organization which does not receive government funding.