

## *Full Job Description*

<b>POSITION TITLE</b>	Emergency Management Coordinator
<b>ORGANIZATION</b>	Windigo First Nations Council
<b>DEPARTMENT</b>	Technical Unit
<b>SUPERVISOR</b>	Technical Unit Manager
<b>RATE OF PAY</b>	Commensurate of experience and qualifications This is a contract position ending March 31, 2021, there is potential for extension of the program based on funding availability.
<b>LOCATION</b>	160 Alcona Dr. Sioux Lookout, Ontario P8T 1B3

### **GENERAL DUTIES:**

The Emergency Management Coordinator reports to the Water Operations and Fire Safety Director. This position will provide assistance to the Windigo First Nations Council (WFNC) communities to establish, develop and review community Emergency Management policies and procedures. The primary objective is to develop capacity within the communities and partners through the four pillars of emergency management.

### **ROLES AND RESPONSIBILITIES:**

- Provide assistance with each community regarding their Emergency Plans and Protocols
- Work with each FN to develop or review established Emergency Plans.
- Develop an annual work plan that includes consultation with communities during the planning process
- Travel to communities for consultation
- Identification of community specific emergency concerns for all hazards including risk management measures
- Assist with mitigation activities aimed to identify possible issues and emergencies, recognize vulnerabilities, and take measures to prevent or reduce the consequences of emergencies.
- Assist with preparedness activities designed to encourage all-hazard planning for response recovery during emergencies as well as training and exercising of emergency management plans.
- Maintain response activities including agency response, resource coordination, organizational structure, protection and warning systems and communications
- Maintain activities to restore conditions to an acceptable level that existed prior to emergencies
- Assist First Nations with the completion of funding applications and applicable program funding
- Coordinate, identify and facilitate appropriate training for communities
- Coordinate and assist with affected communities during emergency situations using the four pillars of emergency management
- Act as Incident Commander during Emergency Response
- Maintain and track program costs
- Complete necessary reporting and submit to ISC for review
- Produce quarterly reports for submission to Manager including the following: pre & post site reports, training plans, learning plan report, financial reporting.
- Liaise between First Nation (client) and contracted professional service providers.
- Represent the Technical Unit at community meetings.
- Interface with outside delivery agents to accomplish and prepare submissions.

## **QUALIFICATIONS**

- Post-secondary degree, diploma or certification in a discipline pertinent to the job function
- Experience in Emergency Management, Policing, Fire Prevention or First Response is an asset
- Knowledge of the ICS system
- Ability to read and interpret plans and regulations
- Strong communication skills and ability to facilitate community meetings
- Ability to use office equipment (computer, plotter, printer, binding, scanner, etc.).
- Strong knowledge of computer programs (Word, Excel, Outlook, e-mail, Adobe Acrobat, AutoCAD, etc.).
- Experience in office procedures and the use and operation of office equipment.
- Able to travel when required and possess a valid Driver's License.

## **ASSETS**

- Applicable Education or Certification in Emergency Management
- Experience in first response
- Experience in business planning and funding applications.
- Strong organizational skills.
- Good problem solving and conflict resolution skills.
- Proven ability to work in high stress situations
- Ability to communicate effectively.
- Ability to work unsupervised.
- Research skills.
- Must be a team-player.
- Understanding of Aboriginal Cultural Traditions and practices.
- Ability to communicate in Oji-Cree an asset.

Rate of pay will be commensurate with experience and qualifications. Comprehensive benefits package is available. The position will be reviewed after a 3-month probationary period.

Windigo First Nations Council would like to thank all applicants in advance. However, only those granted an interview will be contacted.

There is no deadline to apply. This position will remain open until filled. For more information, please contact [tsayers@windigo.on.ca](mailto:tsayers@windigo.on.ca) call (807) 737-1585