



Job Opportunities**Competition # 0120-59**

**EMERGENCY MANAGEMENT COORDINATOR (EMC)
Full-Time 1 Year Term****THE POSITIONS**

Under the direct supervision of the Director of BATC Technical Services, the Emergency Management Coordinator develops, implements and maintains a comprehensive program to monitor and report on emergency preparedness and response issues amongst member First Nations; works with member First Nations and other concerned parties to develop and test and assist with the implementation and ongoing evaluation of community all hazard emergency response planning amongst member First Nations.

DUTIES AND RESPONSIBILITIES

- Assessing the emergency response needs of each First Nation; and developing a comprehensive emergency response strategy and all hazards emergency plan
- Maintaining an annual review process for emergency response plans and ensure the First Nations are supported in following through with updates.
- Assisting with training opportunities related to emergency response, First Aid/CPR and First Responders.
- Ensuring all BATC First Nations have developed and can implement upon need their respective up to date Community All Hazard Emergency Response Plans (ERPs).
- Coordinate and facilitate communication between BATC; ISC and key stakeholders within the First Nation communities.
- Providing verbal and written reports in a timely manner with recommendations to chief and council, Health committees and other relevant parties.
- Arranging and/or participating in meetings with all relevant parties when requested.
- Providing informal and formal training/information sessions to First Nations (staff and members) and BATC employees on emergency response issues.
- Developing, maintaining, and distributing a supply of appropriate emergency preparedness training and educational reference material to the BATC First Nations.
- Performing the necessary administrative duties including billing, inventory, equipment maintenance and tracking of participants.
- Other duties as assigned.

QUALIFICATIONS

- Must have relevant diploma/degree in Business Administration and a minimum 2 years of experience at a community-based program level.
- Experience working with a First Nations organization and familiarity with First Nations culture, history and governance is considered an asset.
- Excellent verbal and written communication skills and demonstrated organization skills, with an emphasis on collaborative problem solving;
- Instructor training in First Aid/CPR and/or First Responders is a must.
- Experience in Planning & Evacuation.
- **MUST HAVE A CPIC**

Closing date: October 16, 2020 by 4:30pm – Please Quote Competition #0120-59

Please submit resume, cover letter and copy of CPIC to:

Human Resources
Battlefords Agency Tribal Chiefs
1282 101st Street
North Battleford, SK S9A 0K8

Phone: 306-446-1400

Email: humanresources@batc.ca

Battlefords Agency Tribal Chiefs thanks all applicants, but only those chosen for interview will be contacted.