

JOB DESCRIPTION

Job Title

SUMMARY:

The Emergency Management Officer will work to improve NAN First Nation community safety and security by assisting in addressing policy and procedures within the following four pillars of Emergency Management:

- **Mitigation:** Involves activities which reduce or eliminate the effects of an emergency or disaster.
- **Preparedness:** Actions taken prior to an emergency or disaster to ensure an effective response. This includes community education, emergency information, training, preparing plans, operation centers and communication systems.
- **Response:** Involves actions taken to respond to an emergency.
- **Recovery:** Includes the activities required to return the community to its pre-emergency state.

The Emergency Management Officer will provide assistance to the Emergency Management Coordinator in the development of culturally safe and sustainable disaster response/recovery resources. This position works in a matrix environment, which requires strong and effective working relationships with colleagues, superiors, communities, and health service partners and organizations.

DUTIES & RESPONSIBILITIES:

- Assist in designing and developing culturally appropriate Emergency Management training programs for NAN First Nation communities and in resource development
- Determine regional training needs in the field of emergency management and identify needs to relevant stakeholders
- Engagement in policy review and re-development of the NAN Emergency Management Protocol
- Assist with overarching emergency management planning and processes for NAN territory
- Coordinate with all levels of government and respective stakeholders
- Help identify gaps within current policies and procedures that are impacting First Nations
- Help develop a NAN internal Emergency Management Database for data accumulation and tracking

- Assist NAN communities in the development of their EM capacity
- Participate in debriefs with NAN First Nations that have experienced historic emergencies and evacuations
- Assist with reporting

ACCOUNTABILITY:

The Project Assistant is accountable on a day-to-day basis to the Director of Infrastructure and Housing **and** is further accountable to the Chief Administrative Officer for overall performance.

COMPETENCIES AND QUALIFICATIONS:

Candidate must possess the following skills and attributes:

Education/Experience:

Education and Experience:

- Emergency Management related employment experience
- Proven emergency preparedness skills in the four (4) identified pillars of Emergency Management
 - Mitigation, Preparedness, Response and Recovery
- Knowledge of the local communities and Nation
- Proficiency in Microsoft Office applications (Word, Outlook, Excel, Power Point and Teams)
- Able to build working relationships with First Nations communities and partners
- Hold a valid Driver's License and have access to a reliable vehicle

Working Conditions:

- Travel throughout the Nation, including remote locations
- Ability to work flexible hours and available to be on-call and respond to emergency requests with short notice

LOCATION OF WORK: Thunder Bay

PORTFOLIO: Administration

CREATED /LAST UPDATED: 2021