



Employment Opportunity

Emergency Program Coordinator

SUMMARY OF POSITION:

Reporting to the Operations Manager, the Emergency Program Coordinator (EPC) is responsible for coordinating and overseeing the local Emergency Management Program for Ulkatcho First Nation the EPC is responsible for ensuring emergency preparedness, response and recovery activities within their area, as well as project work related to the emergency management services of the Ulkatcho First Nation (UFN).

TASK DESCRIPTION:

- As a member of the Emergency Management Services team, responsibilities include, but are not limited to:
- Coordinates emergency preparedness committees (i.e.: Fire, EMBC, RCMP, Health Authority; School District; Utility Companies, Industry, Transportation Agencies, first responding agencies etc.). Prepares agendas, chairs meetings, and makes recommendations regarding risk management, mitigation, preparedness, response and recovery.
- Acts as single point of contact for the community/jurisdiction emergency program.
- Coordinates the Emergency Support Services (ESS) program for UFN in coordination with the Canadian Red Cross and other designated agencies.
- Establishes and maintains updated local resource and contact lists in case of emergency and keeps local stakeholders engaged.
- Anticipates potential emergency situations by monitoring current conditions and participating in hazard awareness information sessions provided by related provincial bodies (e.g. EMBC, FLNRO).
- Collaborates with Emergency Program staff to develop, maintain and regularly review emergency plans to ensure compliance and preparedness.
- Collaborates with affected local authorities during Regional EOC activations to ensure effective communications and support is provided to the community.
- Collaborates with regional Red Cross Coordinator to ensure provision of effective Emergency Social Services program.
- Maintains contact with EMBC Lifeline Volunteers (ESS, SAR, Emergency Radio Communications, PEP Air, Road Rescue).
- Works with Emergency Program staff to identify jurisdiction's training needs, and promote and encourage local participation on EMBC-funded training courses.
- Develops and coordinates training and exercises for staff, volunteers and the community to ensure emergency preparedness.
- Participates in training to maintain and develop their own EOC skills and abilities.
- Provides input to the Emergency Program budget.



- Participates in grant applications for emergency preparedness, response and recovery initiatives.
- Participates in the management of Emergency Program purchasing and tracking of equipment,
- materials and supplies for local emergency programs.
- Participates in the management of Emergency Program records of all applicable emergency-related programs, training, activities and related statistics.
- During emergency situations, may act as an EOC liaison with support agencies.
- After an emergency, participates in community recovery as needed and tracks the progress of recovery issues.
- Supports the UFN Communications Coordinator during public forums and meetings to ensure residents informed of emergency status, recovery efforts and on-going emergency management initiatives. In absence of a communications coordinator the EPC will fulfill the communications duties.
- Participates in after-incident reviews and actively incorporates lessons learned from past emergency events to ensure plans and procedures are current and adequate to meet future such emergency events.
- Processes and submits reports and information to Emergency Program staff and the Regional EOC as required.
- Establish a Duty Officer program.
- Other duties as assigned.
- **REQUIRED QUALIFICATIONS**
- Certificate in Emergency Management or equivalent combination of education and experience;
- 3 years experience in emergency preparedness, response or recovery sector; ideally with experience in volunteer management and/or training delivery;
- Demonstrated competency in project management;
- Valid Class 5 Driver's License and a satisfactory Driver's Abstract; and
- Satisfactory Criminal Record.
- **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**
- Considerable knowledge of emergency programs and systems;
- Knowledge of emergency management field, including Emergency Support Services in BC and Incident Command Systems;
- Understanding of relevant federal, provincial and local legislation, acts, policy and bylaw and how they apply in a rural context;
- Ability to work independently with a consultative teamwork approach;
- Ability to develop and present training and instruction to variety of stakeholders including volunteers, other government officers and the public;



Ulkatcho

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- Excellent networking skills with the ability to coordinate groups of workers and volunteers across a wide geographical area;
 - Professional report writing skills;
 - Ability to delegate effectively;
 - Strong interpersonal and communication skills;
 - Ability to remain calm and work professionally in an emergency situation;
 - Demonstrated conflict resolution skills;
 - Ability to develop and maintain budgets, prepare funding applications and requests for proposals; and
 - Demonstrated competency with common computer programs such as: Word, Excel, PowerPoint; etc. and the ability to learn and effectively use new computer systems.
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- **CONDITIONS OF WORK**
 - Participation in the UFN Duty Officer program is a requirement of this position.
 - Will be required to work extended hours under stressful conditions in the event of an emergency.
 - Travel and overnight stays may be required in the event of an emergency.
 - Overtime Evening and weekend work is a requirement in the event of an emergency.

Interview Process:

- Only shortlisted candidates will be contacted.
- Two step interviews (Interview & written assignment)
- Criminal record check
- Reference Check

Application Deadline: Open until filled

How to Apply:

Please email your resume and cover letter to hr@ulkatcho.ca. Please include “**Emergency Response Coordinator**” in the subject line. Or drop off at the reception counter at the band office.