



Employment Opportunity

Emergency Program Coordinator

The Tla'amin Nation is a modern, forward thinking, self-governing nation located on the beautiful upper Sunshine Coast (qathet Region).

Position Summary

Job Type: Full-time, permanent
Hours of Work: Monday – Friday, 8:30 am – 4:30 pm (evening and weekends as required)
Reporting to: Director of Community Services
Department: Community Services

Under the general supervision and direction of the Director of Community Services, the Emergency Program Coordinator (EPC) is responsible for leading the coordination of the Tla'amin Nation Emergency Management Program. The EPC will collaborate with leadership, staff and members to develop emergency response and recovery plans, Emergency Support Services (ESS) plans, and Business Continuity and Recovery plans for the Nation. Working with internal and external stakeholders, the EPC will draft and work with senior management on policies and procedures in support of the Nation's Emergency Management Plan, Emergency Operations Centre (EOC), and emergency response framework.

Key Responsibilities

Performs all duties and responsibilities in accordance with Tla'amin policies, standards, practices and procedures as directed by the Director of Community Services. Maintains confidentiality as required pertaining to members, clients, employees and general matters of the Nation.

Emergency Management Plan

- In collaboration with the Director of Community Services, Senior Management and Executive Council, develops the Emergency Management plan and ensures compliance with applicable regulations.
- Reviews and updates emergency plans and programs to reflect best practices and current information.
- Coordinates Nation-wide hazard risk assessments and integrated response planning.
- Monitors the environment for potential threats (i.e. forest fires, weather events, pandemic) and keeps the Director of Community Services and other stakeholders aware of impending threats.
- Establishes mechanisms to review the emergency management program and its emergency plans (after testing or implementation), consider lessons learned, and revises the program and plans accordingly to continuously improve emergency management programs and activities.

Emergency Operations Centre

- Establishes and maintains a primary and alternate Emergency Operations Centre (EOC).
- Creates and maintains EOC resources (including contact lists, emergency IT equipment, etc.)
- Assumes lead operational role in the EOC during emergency and special event activations and exercises, including acting as EOC Deputy Director and Liaison Officer.
- Develops and coordinates emergency management training for staff, volunteers and response stakeholders.

- Develops and delivers emergency management workshops and training exercises (e.g., drills, and table-top exercises) to test the emergency plans, procedures, and equipment.
- Recruits and trains staff and volunteers for emergency response teams

Communication, Engagement and Relationships

- Develops relationships and networks with Indigenous, municipal, district, provincial, and federal governments, ministries, and agencies.
- Develops and maintains emergency planning and response agreements and relationships with external partners in the public, private and non-profit sectors.
- Establishes and coordinates emergency management working group and volunteer networks.
- Plans and implements initiatives to educate Nation members/stakeholders on emergency mitigation, preparedness, response, and recovery.
- Designs and delivers public education programs and materials.
- Supports emergency response in other Indigenous communities as requested by First Nations' Emergency Service Society (FNESS), or Emergency Management British Columbia (EMBC), through mutual aid agreements, and other mechanisms.

Administration

- Assists with the development and administration of the Emergency Management Program's operating and capital budgets. Monitor budgetary income and expenditures and report actuals and variances to the Director of Community Services on a regular basis (monthly/bimonthly) ensuring that all programs and services operate within approved budget.
- Prepares recommendations and business cases for new emergency management initiatives
- Maintain records related to Emergency programs.
- Prepare written reports as required.

Other related duties as assigned.

Qualifications

A Tla'amin member is highly preferred for this role. Consideration will be given to a Tla'amin member who does not yet meet the minimum education and knowledge requirements of the role but is willing to obtain within an agreed upon time frame. Support for obtaining the education requirements will be provided by Tla'amin. In addition, a mentorship process may be put in place to support development of the incumbent.

Training, Education, Experience

- Post-Secondary Certificate in Emergency Management from the Justice Institute of BC, or other recognized training body.
- Minimum of 3 years of directly related experience including experience working with and engaging community members and other stakeholders. Experience supervising and providing effective direction to others.
- Experience working with or within an Indigenous community.
- Emergency response experience (in an EOC preferred).
- Acceptable Police Information Check (PIC) and enhanced security clearance.
- Acceptable driver's abstract.
- Valid class 5 driver's license.
- Fully vaccinated against COVID-19.

Knowledge, Skills, Abilities

- Knowledge of Tla'amin cultural protocols/practices.
- Knowledge of emergency management processes, including those in an emergency operations centre.
- Knowledge of emergency management best practices, legislation, and standards (including hazard assessments, critical infrastructure assessments, BCEMS, designing emergency exercises, and EOC operations).
- Knowledge of Canada Labour Code and WorkSafe BC regulations and safe work practices.
- Excellent analysis, problem solving and decision making skills.
- Able to identify key stakeholders and partners, understand potential roles, and take appropriate steps to understand their needs, concerns and develop excellent working relationships.
- Ability to change course and reprioritize work on short notice and in a dynamic changing environment.
- Ability to effectively communicate goals, policies, and training material with experience facilitating planning and discussion amongst diverse audiences.
- Strong project management and organizational skills.
- Well-developed communication and interpersonal skills and the ability to build strong relationships with members, partner agencies, volunteers, co-workers etc.
- Good writing skills including report writing.
- Ability to provide effective direction and supervision to front line staff and volunteers.
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.
- Intermediate computer skills including MS Office and Emergency Management technology.

Working Conditions

Work is performed in a variety of environments including office, EOC and community settings. Flexibility to work evenings, weekends and statutory holidays as required as an essential service. Occasional travel to attend meetings or training is required.

How to Apply

Please apply by sending your resume and cover letter by email to: Jessie Peters, HR Manager at jobs@tnbc.ca noting "Emergency Program Coordinator" in the subject heading of your e-mail or drop-off/mail to Tla'amin Nation, 4779 Klahanie Rd, Powell River, BC, V8A 0C4

Closing Date: February 18, 2022

We thank all applicants for their interest, however only those shortlisted will be contacted.