



CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

Community Emergency Response Coordinator

Department: Administration
Program: Administration
Reports To: Senior Administrative Officer
Hours of Work: 40 hours per week

JOB PURPOSE

The Community Emergency Response Coordinator is responsible to develop, coordinate and deliver the Emergency Response Program for the Chippewas of Nawash Unceded First Nation encompassing the five phases of emergency management: prevention, mitigation, preparation, response, and recovery. Establish processes and procedures, manage and coordinate all emergency management training and exercises, write plans, and works with other agencies to develop and implement emergency, security, and disaster management program. Develop, organize and train the Emergency Response Team and their responsibilities. Collaborate with and develop partnerships with federal and provincial counterparts, industry, community agencies/organizations, to review/recommend policies related to emergency management; and to identify opportunities that will further minimize the effects of any emergency within the Chippewas of Nawash Unceded First Nation.

KEY DUTIES AND ACCOUNTABILITIES

- Attends all Emergency Response Team meetings and provide regular progress reports to the team.
- Become familiar with the location of the Chippewas of Nawash Unceded First Nation identifying all risks.
- Develop, exercise and update the Emergency Plan of the Chippewas of Nawash Unceded First Nation.
- Ensure emergency plans are made publicly available and accessible, as required.
- Assist in the development of an Emergency Management Committee.
- Conduct risk assessments to determine the types of emergency-related needs that will need to be addressed in disaster planning or provide technical support to others conducting such risk assessments.
- Collaborate with other representatives to prepare and analyse damage assessments following disaster or emergencies.
- Plans, designs and executes emergency response drills, emergency/disaster preparedness training and desktop exercises for employees and management; and evaluates the efficacy of the drills and exercises.
- Develop and maintain liaisons with municipalities, and similar entities to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.
- Develop and perform tests and evaluations of emergency management plans in accordance with federal regulations
- Prepares and make presentations to employees, volunteers and community groups and/or outside agencies on the CNUFN Emergency Management Program.
- Maintains and updates contact information on the Emergency Response Team for government agencies, vendors, and contractors; keeps records on assignment of employees to emergency response teams and the teams' responsibilities.
- Substantially responsible for the health and safety of others.
- Inspect facilities and equipment such as emergency management centers and communications equipment to determine their operational and functional capabilities in emergency situations.
- Checks, maintains, and stock emergency supplies.
- Keep informed of federal, local regulations affecting emergency plans, and ensure plans adhere to these regulations.
- Prepare plans that outline operating procedures to be used in response to disaster/emergencies such as severe weather, explosive accidents, evacuations and shooting incidents, and in recovery from these events.

- Propose alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations.
- Participates in the development of budgets for emergency preparedness and disaster management
- Attends meetings, conferences, and workshops related to emergency management to learn new information and to develop working relationships with other emergency management specialists.
- Assist Chippewas of Nawash Unceded First Nation in the identification, completion, and submission of funding applications for applicable program funding. Possible programs can include but are not limited to:
 - Indigenous Services Canada Non-structural Mitigation and Preparedness Program.
 - Indigenous Services Canada FireSmart Program.
 - First Nations ADAPT Program
- Attend Senior Management, Council and other meetings as directed.
- Provide reports to the Emergency Management Committee and Council as required and ensure emergency plans are properly communicated.
- Work in accordance with the Emergency Management Act and all other applicable legislation.
- Coordinate post-emergency debriefing and provide report preparation.
- Understanding the importance of safety apparatus, preventative measures including vaccinations, personnel protective equipment and distancing.
- Adhere to all guidelines, personnel policies and procedures, health and safety SOPs, as well as, relevant acts and legislation as it pertains to the role.
- Must be able to use radio, pagers and cell phone communication system.
- Perform other duties as required under the Act or as directed by the Emergency Response Team and Council.

SAFETY RESPONSIBILITIES:

As a worker, you play an important role in making sure you and your fellow workers stay healthy and safe on the job. As a worker you must:

1. Practice workplace safety reviewing the risk assessment tool by identifying the hazard, assessing the risks, controlling the risks that have the potential to cause loss to people, property, materials or the environment; and if in doubt contact your supervisor.
2. Practice due diligence to manage risks to the health and safety of yourself and others.
3. Work in compliance with the provisions of the Occupational Health and Safety Act and the regulations; safety company policies and procedures, and any other government legislations and laws.
4. Take reasonable care to protect yourself and others who may be affected by your actions and omissions at or near the workplace.
5. Proper use and wear of safety equipment, clothing and devices.
6. Cooperating with the workplace safety and health committee or representative.
7. Cooperating with employees and other people on workplace safety and health matters.
8. Report to the employer or supervisor the absence of or defect in any equipment or protective device of which you are aware and which may endanger yourself or others.
9. Report to the employer or supervisor any contravention of the Occupational Health and Safety Act or the regulations or existence of any hazards of which you know.
10. Report all incidents, accidents, near accidents, injuries or illnesses immediately and unsafe conditions to be rectified and measures taken to isolate the danger.
11. Report any deficiencies regarding safety, health and environment conditions.

12. Attend safety education meetings and cooperate in any investigations.
13. Promote safe and healthy working conditions and attitudes within the organization.
14. Use health and safety sense by focusing on the job you're doing, even when you'd rather be doing something else.
15. Participate in safety training requirements and safety meetings.
16. No worker shall remove or make ineffective any protective device without providing an adequate temporary device and when the need for removal has ceased, the protective device shall be replaced immediately.
17. No worker shall operate equipment in a manner that may endanger himself or herself or any other worker.
18. No worker shall engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

REQUIREMENTS

Education and Experience:

- Post-secondary certificate and/or degree in Emergency Management, Business and/or business continuity planning is desirable or equivalent combination of education and experience
- Minimum three (3) years' experience developing/overseeing organization emergency management, preparedness and response, and/or business continuity programs.
- One (1) year experience in a supervisory role
- Experience working in a First Nation community or thorough knowledge of FN communities, culture and traditions
- Ability to complete a Health and Safety and any other training assigned

Knowledge, Skills & Abilities:

- Knowledge of emergency management, including processes, policies, and laws.
- Knowledge of surrounding geographical area
- Knowledge of the Chippewas of Nawash Unceded First Nation tradition and culture
- Ability to remain calm and effective during emergencies and under pressure
- Excellent organizational, strategic, planning and implementation skills
- Adaptable of changing priorities and procedures
- Ability to work independently and under minimal supervision in stressful situations and make decisions
- Proficient in the use of computer hardware and software (Microsoft Word, Excel, and Outlook)
- Excellent oral and written communication skills
- Ability to deal with confidential and sensitive information and issues
- Accurate documentation and data input; attention to detail.
- Strong and proven leadership qualities are essential.
- Maintain a positive relationship within the community and with the community members
- Work with team members and be an active participant at team meetings

Designations, Licences & Requirements:

- CPR First Aid or ability to obtain within three (3) months
- Valid Ontario Class G Driver's Licence
- Fully vaccinated against Covid-19 (minimum 3 dose)
- Declaration of having an acceptable Criminal Record and Vulnerable Sector Check and ability to obtain within designated time period
- WHMIS, Harassment & Workplace Violence, Worker Health & Safety Awareness Training

PROBLEM-SOLVING & COMMUNICATION

- Experience in training, coaching, and mentoring subordinate personnel to ensure consistent levels of service are achieved.
- Exceptional communication and customer service skills in-person and in writing for correspondence, reports and creating and maintaining relationships both internally and externally
- Confident to handle Employee conflicts and issues
- Quick thinking to handle conflict resolution and unforeseen situations
- Strong analytical and problem-solving skills to plan, organize, conduct assessments, and contribute to the development of operational emergency protocols

DECISION MAKING & IMPACT

- Following predetermined guidelines, policies and procedures
- Ability to follow policies and execute disciplinary actions and early end to contracts when needed
- Quick thinking for handling of difficult persons and situations that may lead to safety concerns
- Able to work under minimal supervision in stressful situations and make decisions.

STAFF REPORTS

- Required to be able to delegate and show others how to perform tasks and their responsibilities
- Contact Tracing Monitor Supervisor
- Volunteers

WORKING CONDITIONS

Physical Demands

Sufficient physical ability to work both in an office setting and operate office equipment. Standing, walking or sitting for prolonged periods of time. To perform light to moderate lifting and carrying up to 20lbs. Prolong periods of working on a computer can cause muscle and eye strain. Vision abilities required by this job is close vision and the ability to adjust focus.

Environment

Combination of office, field environment, and/or other locations including outdoors, adverse weather and undesirable locations with minimal exposure to hazardous material (cleaning supplies); close contact with individuals poses an increased risk to exposure to Covid-19. May be exposed to different lighting conditions. May be exposed to loud noises, hazard materials and emergency situations in the field.

Mental Effort

Quick thinking for frequent handling of difficult situations that some may find stressful and or upsetting. Accuracy of reports and meeting deadlines. The nature of the position will have moderate to high stress levels, as there may be situations involving conflict management, deadlines and emergencies/disasters.

Position Type/Expected Hours of Work

Regular full-time hours of 40 hours per week with availability for evening and weekend work as required

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above job description necessary to fill the position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date