

# SERPENT RIVER FIRST NATION

195 Village Road  
Cutler ON, P0P 1B0



Telephone: (705) 844-2418  
Facsimile: (705) 844-2757

## ***EMPLOYMENT OPPORTUNITY***

### ***Emergency Planning Coordinator***

#### ***One Year Contract***

#### **Position Summary:**

Reporting to the Lands Manager the Emergency Planning Coordinator is responsible for developing, coordinating and liaising emergency management plans, encompassing the five phases of emergency management: prevention, mitigation, preparation, response, and recovery. Additionally, the Emergency Planning Coordinator will manage and coordinate all emergency management training and exercises, set-up and maintain an Emergency Operations Centre and create strategic relationships with community, industry, organization, and government agencies.

#### **Position Duties**

To work collaboratively with the community, its administration, and the region to:

- Support the review of the current community Emergency Management Plan
- Act as the lead for Serpent River First Nation in all emergency situations
- Lead and coordinate responses to emergencies for Serpent River First Nation
- Maintain an inventory response equipment, and Personal Protective Equipment
- Update community flood and fire maps
- Complete fire protection and response plans
- Conduct community emergency needs assessment
- Work in coordination with other Emergency Management Co-ordinators and respective supporting bodies
- Organize and participate in emergency management training, including exercises
- Collaborate with other departments as necessary to respond to the emergency
- Develop working relationships with the Senior Management Team, individually and collectively to appropriately plan for and respond to emergencies
- Ensure the preparedness of Serpent River First Nation staff and community to respond to emergencies
- Participate in the provision of afterhours and on-call services
- Complete documentation according to First Nation and Ministry standards
- Prepare reports as required
- Develop work plans as necessary
- Ensure evaluations and follow-up is completed once emergency has ended
- Represent the collective interest of the Serpent River First Nation
- Participate in internal or external committees as required or assigned

- Other duties as required and assigned.

### Qualifications

- A Degree/Diploma in Emergency Management is preferred or at a minimum an Emergency Management Certificate with additional supplement with a certificate in emergency management exercise design
- Or willing to take the necessary training
- Experience working with Regional or Tribal Council services, Boards and First Nation governments
- Ability to work effectively both independently and as part of an inter-disciplinary team
- Excellent oral and written communication skills
- Able to work independently while in stressful situations and make decisions
- Strong office and project management skills
- Good organizational skills
- Developed interpersonal skills and the ability to effectively work with the general public management and employees
- Be able to work overtime to meet deadlines and/or emergency situations
- Ability to work as a team in a fast-paced environment
- Knowledge of emergency management, including processes, policies and laws
- Strong computer skills (MS Office/Google)
- Ability to obtain First Aid and CPR Certification within the first three months of employment
- WHMIS certification or ability to obtain within the first three months of employment.
- Must provide a clear CPIC
- Must provide proof of COVID vaccination (two doses)
- Valid Ontario Class 'G' Driver's License with a clear driver's abstract
- Knowledge of Ojibway culture
- Knowledge of the 7 grandfather teachings

Interested applicants **MUST** submit a cover letter, resume, and three references (preferably 3 recent employment references from a direct supervisor/manager or 2 recent employment references from a direct supervisor/manager and one [1] character reference):

Attn: Human Resources  
195 Village Road, Cutler Ontario, P0P 1B0  
Fax: 705-844-2757  
Email: [hr.jobs@serpentriverfn.com](mailto:hr.jobs@serpentriverfn.com)  
By: OPEN UNTIL FILLED

*Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.*

*Preference will be given to Indigenous applicants.*

*\*Detailed Job Description is available upon request*