



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Job Posting

Position: Emergency Management Program Coordinator

Position Classification: Full-time Temporary (2-year term)

Location: Anacla Government Office (Bamfield, BC)

Authority Relationship: Reports to the Lands and Natural Resources Operations Manager

Salary Range: \$65,000

Position Summary:

Reporting to the Lands and Natural Resources Operations Manager, the Emergency Program Management Coordinator supports all aspects of the Huu-ay-aht First Nations (HFN) Emergency Program including emergency preparedness, response and support and recovery services, as well as project work related HFN's broader emergency management services. A key aspect of this role is the implementation of HFN emergency plan and development of a treaty marine emergency response plan.

Key Responsibilities:

- Develop Emergency Support Services (ESS) program for emergency services to community.
- Update Emergency Operations Centre (EOC) support documents, including contact and resource lists; innovate new documents based on current best practices as required; and implement completed products with internal emergency programs
- Research, analyze, and prepare documents and reports to support the updating and enhancement of the HFN Emergency Management Plan, Marine emergency Response Plan and associated plans.
- Assist with the delivery of emergency management and preparedness training to HFN and external staff, members of the public, and partner organizations.
- Coordinate community relations and engagement, including organizing meetings; developing and delivering presentations; creating information displays, pamphlets, and other collateral; and evaluating public engagement effectiveness.
- Keep up to date on relevant emergency management legislation within BC, and Canada and provide the Director of Protective Services with analysis of challenges and opportunities related to legislative changes.
- Provide key support during Emergency Operations Centre activations; and act as an EOC section chief where required.
- Participate in training to maintain and develop EOC skills and abilities.
- Support Wildfire Prevention Plans and FireSmart programs.
- Support the preparation of grant funding applications and compliance reporting for funding received.
- Establish and maintain updated local resources and contact lists in case of emergency and keep local stakeholders engaged.

- Work closely with local, regional, and provincial emergency programs to ensure continuity and collaboration.

Job Duties:

- Anticipate potential emergency situations by monitoring current conditions and participating in hazard awareness information sessions provided by related provincial bodies (e.g. EMBC, FLNRO).
- Activate and develop emergency plans to ensure compliance and preparedness.
- Collaborate with affected local authorities during EOC activations to ensure effective communications and support is provided to the community.
- Collaborate with regional Red Cross Coordinator to ensure the provision of effective Emergency Social Services program.
- Participate in the management of records of all applicable emergency-related programs, training, activities, and related statistics.
- After an emergency, participate in community recovery as needed and track the progress of recovery issues.
- Develop and activate the HFN Marine Emergency Response Plan
- Research and inventory necessary gear, equipment and supplies to operate an EOC, marine response repository, and reception centre.
- Support the HFN Communications department during public forums and meetings to ensure residents are informed of emergency status, recovery efforts and on-going emergency management initiatives.
- Participate in after-incident reviews and actively incorporate lessons learned from past emergency events to ensure procedures/processes are current and adequate to meet future such emergency events.
- Additional priorities could be assigned as per the direction of the supervisor.

Job Requirements and Operational Abilities:

- Able to work on-call/overtime hours during evenings and weekends to respond to emergencies; and the ability to work flexible hours for engagements with community organizations and volunteers.
- Emergency Operations Centre experience or training is an asset.
- Local government experience is an asset, including knowledge of BC's Emergency Program Act and Regulations, and their implications for local authorities, particularly regional districts.
- Experience in volunteer management and/or training delivery is an asset.
- A valid BC Driver's License.
- Travel and overnight stays may be required in the event of an emergency, and also occasionally in the context of team building meetings with member municipal ESS teams.
- Experience working with first nation government structures and communities is an asset.
- Willing and able to live in or commute to Bamfield/Anacapa.

Education and Experience Requirements:

- 2 years' experience in the emergency preparedness, response, or recovery sector.
- A degree, diploma or certificate in Emergency Management, Business Continuity, or related discipline. An equivalent combination of education and experience may be considered.

- Sound understanding of emergency management theory and practice in British Columbia, including the British Columbia Emergency Management System (BCEMS).
- Knowledge of natural and technological hazards in west coast British Columbia
- Excellent research, organizational, and analytical skills with a keen eye for detail, along with the ability to triage and prioritize tasks.
- Strong computer skills (MS Office including Word, Excel, PowerPoint, Outlook).
- An understanding of local authority emergency management legislation, responsibilities, and obligations in British Columbia, with particular attention to regional districts.
- Basic knowledge of fire services.
- Willingness to undertake emergency management career development training.
- A high degree of self-motivation, an interest in taking initiative and the ability to work independently with limited supervision.
- An aptitude for working collaboratively as part of a team.
- Strong interpersonal and communication skills; and the ability to build relationships with a varied stakeholder group.
- Ability to remain calm and work professionally in an emergency situation.
- Demonstrated conflict resolution skills.
- The ability to work under pressure in a fast-paced environment, meet deadlines and manage projects while adapting to shifting organizational priorities.

Personal attributes:

- **ʔiisaak / Greater Respect.** Personal and collective respect for the community and its people, traditional knowledge, the natural world, the metaphysical world and other peoples and communities. Working in a manner that reflects a commitment to client service excellence and actively contributing to workplace well-being and a safe, healthy, and respectful workplace.
- **ʔuuʔatuk / Taking Care Of.** This is about caring for present and future generations and the resources the land, water, and the natural world provides. Working on pursuing organizational efficiencies, demonstrating an appreciation of the importance of resources, including the willingness to adopt new and more efficient working methods.
- **Hišuk ma ćawak / Everything is One.** A notion of the interconnected, interdependent, and reciprocal relationship between the people, the land, and the wider world(s) in a physical, spiritual and social sense. Listening actively to the views of others, respecting, considering, and incorporating them. Working collaboratively and relating effectively to others and embracing and valuing diversity.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org by fax 250-728-1222. Please quote Emergency Management Program Coordinator Job Posting. Closing date for this position is March 20, 2023, at 4:00 p.m.



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ANCIENT SPIRIT, MODERN MIND

Vision - *Huu-ay-aht envisions a strong, self-governing and self-reliant Nation. ?lisaak, hišuk ma cawak and ?uu?atuk guide us as we work together to foster a safe, healthy and sustainable Nation; where our culture, language, spirituality and economy flourish.*

Mission - *Pursuing self-reliance through economic opportunities, empowering and supporting citizens, stewardship of Ḥahuuḷi, and revitalizing language and culture for all Huu-ay-aht.*

HUU-AY-AHT FIRST NATIONS VALUES

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and don't judge
- Basic Etiquette – remember the common courtesies; kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once

- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

TRUST

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, don't harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or aren't doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Don't gossip; stop gossip when it occurs
- Clarify and seek feedback from each other
 - other