

# FISHING LAKE FIRST NATION

P.O BOX 508 · WADENA, SK · S0A 4J0 · Phone (306) 338 – 3838 · Fax (306) 338 – 3635

## Employment Opportunity

**Title:** Emergency Management Coordinator  
**Location:** Fishing Lake First Nation Administration Office  
**Term:** Term Position based on 40 hours per week (Nov 1, 2018 – May 31, 2019)  
**Compensation:** \$15.00/ hour

**Position Summary:** This position reports to Fishing Lake Management, along with INAC. The primary function of this position is to Develop the Emergency Management Policies and Processes for the Fishing Lake First Nation.

### DUTIES & ACCOUNTABILITIES:

- Developing, updating, and/or exercising emergency management plans.
- Establish and implement and Emergency Management Committee (EMC) Terms of Reference.
- Developing, organizing and participating in emergency management training.
- Responsible to coordinate and host community workshops surrounding EMC
- Engage with First Nation membership to enhance community preparedness to respond to and recover from emergency events.
- Available to attend off-site training opportunities and/or training exercises related to further enhancing the community's emergency management capacity
- Notify EMP when EMC is activated via 1-800-663-3456, EMP will automatically notify Indigenous Services Canada.
- Determine eligible emergency management training needs for the emergency management lead/liaison and team/committee under the EMAP's program authority ---Basic Emergency Management, Incident Command System, Emergency Operations Centre, Emergency Social Services, Information Officer.
- Establish required capacity or human resources to effectively manage incident/s, if not request and a FN Emergency Response Team.
- Implement assessment tools and processes to follow during stress/crisis, with documentation on what resources are available, any impacts to the communication system, power, water and other critical infrastructure.
- Assess Impacts and create priority-based plans ensuring Response Goals are addressed.
- Prepare to support long-term recovery
- Accounting of time and expenditures within the program
- Monthly progress reports, as well as a final reporting of Emergency plan/deliverables.

### QUALIFICATIONS:

- Grade 12 or GED. equivalency AND 2 years' experience in office procedure
- Enhanced communication and planning skills to coordinate membership workshops
- Enhanced working knowledge of computers and computer software (word, excel, PowerPoint)
- Dependable and punctual
- Must possess strong interpersonal skills both oral communication and written, excellent time management skills with the ability to multi-task
- Maintain strict confidentiality
- Must possess valid Class5 driver's license
- Must complete criminal record check and vulnerable sectors check

The Fishing Lake First Nation Chief & Council invite all interested and qualified Applicants to submit a letter of interest and resume attention **FLFN - HR** by **2pm Friday October 19, 2018 to; Box 508, Wadena Sk. S0A 4J0; Fax to: (888) 366-2027 or Email to: [hr@fishinglakefirstnation.ca](mailto:hr@fishinglakefirstnation.ca)**

We thank all those who apply, but only those who meet the requirements will be contacted for an interview.