



Penticton Indian Band

841 Westhills Drive,
 Penticton, British Columbia
 Canada V2A 0E8
 Telephone: 250-493-0048 Fax: 250-493-2882

Position Title:	Emergency Management Coordinator	Classification:	6
Department:	Policy and Planning	Type:	Senior non-manual staff
Status:	Full Time - Term	Working Hours:	35 hours per week
Responsible To:	Housing Manager		
Location:	PIB Administration offices, Penticton BC V2A 0E8		
Deadline:	Until closed		

Job Summary:

As a member of the Emergency Management Team, the Emergency Management Co-Ordinator reports to the Housing Manager. The position is required to assist with developing and implementing Emergency services, provide Policy Support, lead staff and Member Engagement as well as work with external agencies to develop partnerships and best practices for the PIB team. The work of this role directly impacts on the long-term planning, health, and development of the community as a whole and has an important effect on effective community development services and initiatives.

Core Competencies:

- Accountability
- Decision Making
- Engagement
- Supervision
- Leadership
- Planning & organizing
- Communication
- Negotiation
- Risk management
- Critical Thinking
- Teamwork
- Resource & Fiscal Management
- Strategic Thinking
- Knowledge of issues
- Ethics and Integrity

Duties/Responsibilities:

Job Responsibilities and Work Performed

- Assist with the management and administration of ongoing Emergency Management policy refinement and administrative responsibilities and obligations are met, to ensure that the Penticton Indian Band is operating within a sustainable and safe manner.
- Participate in emergency response planning and provide report to Housing Manager to ensure Members are aware of process and operations and the EOC can make informed decisions.
- Develop and maintain liaisons with municipalities, other departments, and similar entities to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.
- Liaise with RCMP, Fire Services, Ambulance.
- Liaise with NR Guardians, PIB Health's Health team during emergencies.
- Emergency management coordinators must communicate and foster an EOC team with colleagues, subordinates, supervisors, members of the public, and more to deal with all emergencies.
- Provide expertise and leadership in integrated planning in cooperation with ISC, EMBC, and other First Nations organizations involved in emergency management and response

- Research, analyze, and evaluate existing programs, methods and procedures in use and present business plans.
- Keep informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.
- During emergencies, prepare emergency status reports that describe response and recovery efforts, and needs.
- Participate in Emergency Operations Committee(s) as required.
- Develop an ESS program, including communication, recruitment, training, and implementation.
- Coordinate emergency management training, including exercises.
- Protect people, community, and resources.
- Build capacity.

Relationships

Internally

- Reports to Housing Manager.
- Human Resources as required.
- Prepare reports, acquire approvals, and deliver to EOC or Chief and Council as needed.
- PIB Administration, Program Directors and staff as required.

Externally

- DISC on a project basis.
- PIB Entities.
- External funding agencies on a project basis.
- RDOS
- EMBC
- Collaborates with community

Decision Making

- High degree of trust and confidentiality.
- Detail oriented and accurately processing and prioritizing information.
- Exercise objectivity and transparency.
- Processes and systems are based on administrative policies and procedures.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Completion of bachelor's degree, or a successful completion of a Diploma in Public or Business Administration with courses in purchasing, accounting, etc., OR
- Equivalent experience and education with 10+ years of management experience preferably in a First Nation government within a similar department.

Other Certification, Licenses, Designations and/or Training

- Valid Class 5 BC Driver's License.
- Proficiency with a range of business and industry computer applications, e.g., AutoCAD, Graphic Information Systems (GIS), MS Office, etc.
- Own transportation.
- Ability to pass a Criminal Record Check

Specific Job Skills and Levels

- Must possess high level of interpersonal and communication skills - oral and written.
- Maintain positive, professional working relations with staff, community, and public.
- Conflict resolution and moderation skills.
- Supervisory skills.

- Budgetary and project management.
- Understanding of relevant legislation, policies, and procedures.
- Understanding of the Syilx cultural and political environment would be an asset.
- Cross cultural sensitivity and awareness and either have, or quickly develop an awareness of the community and local families as well as a local, regional, and territorial awareness.
- The ability to quickly develop knowledge of Penticton Indian Band in-house policies, programs and an understanding of the procedures involved.
- Proven strategic project planning and management skills.

Minimum Level of Experience

- 3+ years of directly related experience in First Nation Emergency Management environment.
- Proven proposal and policy writing skills and experience.
- Proven facilitation and engagement experience.

Personality Traits (Required to be successful in position)

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| • Approachable & Friendly | • Demonstrate sound work ethics. |
| • Patient. | • Maintain standards of professional conduct. |
| • Considerate & Service Oriented. | • Respectful and culturally sensitive to indigenous issues. |
| • Compassionate & Empathetic. | • Self-motivated |
| • Honesty, Integrity. | • Assertive. |
| • Diplomatic. | |
| • Fair & Consistent. | |

Assets:

- Five+ years of management experience working with Federal government funding sources.
- Proven successful experience Emergency Management, budgets, and staff.
- Proven experience drafting policies.

Working Conditions:

- Public administration – fast-paced, multidisciplinary environment.
- Busy office setting, interacting with the public at large.
- Constant time pressures to organize and meet deadlines.
- High volume of communication demands (telephone calls, emails, fax).
- Manual dexterity required to use desktop and peripherals.
- Exposure to fatigue and strain from prolonged periods of sitting and keyboarding.
- Exposure to stress related to time pressure, multiple demands, and client expectations and interactions which are occasionally hostile (unsatisfied client/member).
- Occasional travel as required.
- Flexible work hours/willingness to work on evenings and weekends.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

Deadline:

Posted until closed.

Send your Resume to Senior Manager, Human Resources

Rory Gabriel at jobs@pib.ca