



Penticton Indian Band

841 Westhills Drive,
Penticton, British Columbia
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

June 24, 2024

Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

Position Title:	Emergency Operations Coordinator	Classification:	\$ 37.35 – 46.14
Department:	Emergency Operations	Type:	Specialist
Status:	Full-Time/Permanent	Responsible To:	Band Administrator
Location:	841 Westhills Drive, Penticton BC V2A 0E8		
Deadline:	Open Until Filled		

Job Summary:

Reporting to the Band Administrator, The Emergency Operations Coordinator is responsible to develop, coordinate and deliver the Emergency Response Program and activities for the Penticton Indian Band Emergency Response Committee. Encompassing the five phases of emergency management: prevention, mitigation, preparation, response, and recovery. Develop and organize training exercises as needed for the Emergency Response Committee to ensure each section understands their section’s roles and responsibilities. Collaborate with and develop partnerships with federal and provincial counterparts, industry, community agencies/organizations, The Emergency Response Coordinator will be responsible to carry out an annual review of the Penticton Indian Band Emergency Response Plan and coordinate recommended policies or changes related to emergency management plan to the Emergency Management Team and/or Chief and Council.

Core Competencies:

- Communication (Written and Verbal)
- Research and Analysis
- Emergency Planning
- Prioritization and Problem Solving
- Attention to detail
- Discretion and Professionalism
- Organization and Planning
- Accountability
- Adaptability
- Teamwork
- Flexibility and Efficiency

Duties/Responsibilities:

- Coordinates and attends all PIB and Regional Emergency Response Team meetings and provides regular quarterly progress reports to the Committee.
- Familiar with the location of the Penticton Indian Band Reserve Lands and surrounding geographical areas.
- Develop, exercise and update the Penticton Indian Band Emergency Management Plan (PIBEMP)
- During emergency responses, disseminate critical information to the community, public and media and ensure emergency plans are made publicly available and accessible, as required.
- Reviews and prepares annual updates in the development of the PIB 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.
- 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, outside agencies, and similar entities to facilitate, assist, plan and develop response coordination as required.
- Keep informed of federal, provincial (UNDRIP), and local regulations affecting emergency plans, and ensure plans adhere to these regulations.
- 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 Penticton Indian Band in the identification, completion, and submission of funding applications for applicable program funding. Possible programs can include but are not limited to:
 - First Nations Emergency Services Funding Programs
 - Indigenous Services Canada Non-structural Mitigation and Preparedness Program.
 - Indigenous Services Canada FireSmart Program.
 - First Nations ADAPT Program
- Attend Team Leaders, Chief and Council and other meetings as directed.
- Provide reports to the Emergency Management Committee and Chief and Council as required and ensure emergency plans are properly communicated.
- Coordinate response efforts, manage resources, provides post-emergency debriefing and report preparation.
- Must be familiar and able to use radio, pagers and cell phone, Satellite phone, communication systems.
- Implement predefined protocols, assist with evacuation, provide medical aid, and maintain public safety.
- Provide documentation, record-keeping, and administrative assistance to streamline operations.

Qualifications/Requirements: (Preferred)

Education and Experience

- Post-secondary certificate and/or degree in Emergency Management, Emergency Services.
- 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 or managerial role
- Experience working in a First Nation community or thorough knowledge of FN communities, culture, and traditions.

Knowledge, Skills and Abilities (Preferred)

- Knowledge of emergency management, including processes, policies, and laws.
- Knowledge of surrounding geographical area
- 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 community members.
- Work with Committee Members and be an active participant in PIB Team Leaders meetings.

Other Certification, Licenses, Designations and/or Requirements

Required:

- Valid British Columbia Class 5 Driver's License
- Declaration of having an acceptable Criminal Record and Vulnerable Sector Check and ability to obtain within designated period.

Preferred:

- WHMIS, Harassment & Workplace Violence, Worker Health & Safety Awareness Training

Working Conditions:

Work Environment

- Drug and alcohol-free workplace.
- During emergency response situations, flexibility in work hours may be necessary, as events could demand extended working hours for consecutive weeks.

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.
- Prolonged periods of working on a computer can cause muscle and eye strain.

Environment

- Combination of office, onsite and outdoor field environment.
- adverse weather conditions and events.
- undesirable locations and the possibility of air quality issues.

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.

Identify and activate mental health support as required.

Position Type/Expected Hours of Work

Regular full-time of 35 hours per week with availability for evening and weekend work as required.

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

*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager
Penticton Indian Band**

Mail: 841 Westhills Drive **Fax:** (250) 493-2882
Penticton, BC V2A 0E8 **Email:** jobs@pib.ca

In Person: PIB Administration Offices – 841 Westhills Drive, Penticton, BC

The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.