

| **JOB DESCRIPTION**

kʷikʷəłəm
Kwkwetlem First Nation

JOB TITLE:	Health & Emergency Response Coordinator
REPORTS TO:	Chief Strategy Officer

About kʷikʷəłəm (Kwkwetlem) First Nation

kʷikʷəłəm First Nation is a distinct BC First Nation whose traditional territory centers on the Coquitlam Lake Watershed and the surrounding areas. kʷikʷəłəm draw our name “Red Fish Up the River” from a run of sockeye salmon that once flourished in the Coquitlam River and Coquitlam Lake prior to the construction of the Coquitlam Dam. Our name reflects the strong connection our people have always had to our lands, and the river and lake at the heart of our traditional territory. The traditional language of the kʷikʷəłəm people is hə́nqə́mihə́m, previously Downriver Halkomelem. Our people descended from Elders who were renowned as spirit and winter dancers, skilled canoe builders, and master sturgeon and salmon fishers. The Nation is committed to building a strong, self-governing Nation that honors our rich culture, language, and history and is based on ancient Coast Salish laws and protocols. Today, as in the past, we are guided by the teachings of our ancestors to be stewards and guardians of our lands and water for past, present, and future generations.

1. JOB PURPOSE

The Health and Emergency Response Coordinator (HERC) is responsible for overseeing and coordinating the Emergency Management Program and for the development, review, and revision of the Emergency Preparedness Plan. The Health and Emergency Response Coordinator serves as the liaison between the Chief and Council, Chief Strategy Officer, and the Emergency Management Committee. It is the responsibility of the Health and Emergency Response Coordinator to ensure that adequate attention is given to all aspects of Emergency Management Program-including direct and indirect support for related planning such as a Community Wildfire Protection Plan, Occupational Safety & Health (OSH), Communicable Disease Emergency Plan, Business Continuity Plan(s), Comprehensive Community Plan, and planning relating to the protection of public health (Health Emergency Management).



k^wik^wəłəm
Kwkwetlem First Nation

2. MAJOR DUTIES AND RESPONSIBILITIES

The duties of the Health & Emergency Response Coordinator include, but are not limited to, the following:

- Develop or update the Nation-based, all-hazards Emergency Plan and develop and implement an overall Emergency Program focussed on mitigation, preparedness, response, and recovery.
- Develop and implement a multi-year FN Emergency Plan Workplan (and update this work plan each year).
- Coordinate annual assessment of local risks, evaluation of mitigation projects, preparing evacuation plans, and other responsibilities.
- Oversee the development of a Community Wildfire Protection Plan (including FireSmart and forest fuel reduction management activities).
- Develop and implement a multi-year Training and Exercise Plan for leadership, staff, and volunteers.
- Produce appropriate agendas, materials & summaries, and arrange and facilitate meetings of the Emergency Management Committee.
- Coordinate implementation of strategies recommended by the Emergency Management Committee, holding public awareness sessions, organizing training.
- Prepare an annual budget, based on input from the Emergency Management Committee.
- Organize community education—personal, family & community emergency preparedness programs.
- Collaborate and support knowledge and capacity in “Health Emergency Management” (protecting public health) with the health staff, Council, FNHA, and others.
- Promote capacity development & community development—work with education, economic development, and employment and training to promote emergency management-related employment or contract opportunities for community members.
- Write proposals and provide administrative coordination of projects; and
- Provide a single point of contact for the overall Emergency Management Program and for EMBC, FNHA, FNESS, ISC, and Council. This position is also responsible for giving presentations on the program to community members and other groups who may request such a presentation.
- Coordinate the purchase and tracking of all equipment, materials, and supplies on behalf of the program.
- Maintain and build relationships and liaise with KFN Chief and Council, the First Nations Health Authority (FNHA), Emergency Management BC (EMBC), and other First Nations or government agencies involved in providing direct emergency response/recovery or supports during a major emergency or disaster.



k^wik^wəłəm
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- Conduct informal or formal debrief sessions of emergency response as needed. Assess the effectiveness of the overall Emergency Program and report to the Chief Strategy Officer.

3. JOB SKILLS, EXPERIENCE, AND OTHER REQUIREMENTS

i. EDUCATION, TRAINING & EXPERIENCE

- Grade 12 (or equivalent) is required; a Certificate or degree in Emergency Management is preferred; or other relevant courses, training, or workshops completed in emergency management.
- Minimum of 1 to 3 years of practical work experience in the emergency management arena, preferably as an Emergency Response Coordinator and acquired in First Nation community environments.
- Other certificates and/or training of benefit to include Occupational Safety & Health (OSH); Health Emergency Management; First Responder training; Incident Command System (ICS) training.
- Successful completion of Criminal Records Check is a requirement for employment in this position.
- Must possess and maintain a valid BC Driver's Licence, provide a satisfactory driver's abstract, and have access to a reliable vehicle as a condition of employment.
- Must be willing to travel when necessary and work outside of normal business hours when requested (including being on call when requested).
- Preference may be given to Indigenous applicants or applicants with direct experience working for First Nations.

ii. KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of KFN community, culture, and lands is an asset. Familiar with the living environments of the KFN membership. Knowledge of the KFN language is an asset.
- A comprehensive understanding of the BC Emergency Management System is required—including hazards, vulnerability, resiliency, Best Practices, and issues pertaining to First Nations emergency preparedness, response, and recovery.
- A proven track record in emergency management—including the development and implementation of an Emergency Program, EOC development & operations, and community engagement.
- Well-developed time management and organizational skills; able to plan, implement and follow up on numerous tasks of varying degrees of complexity and importance—including under stressful or challenging circumstances.



k^wik^wəłəm
Kwikwetlem First Nation

- Demonstrated leadership skills; able to foster a team approach, be flexible, and be adaptable to working effectively in with diverse stakeholders, KFN Departments, and community—especially in an activated Emergency Operations Centre.
- Proficient with the office administrative needs associated with managing the emergency management program, databases, portals/dashboards, reports, budgets, proposal writing, and work plan development.
- Excellent interpersonal skills, able to develop rapport with membership, KFN personnel, and external organizations at all levels.
- Proven abilities to maintain the confidentiality of information and materials; and able to always display sound judgment and exercise discretion.
- Effective written and verbal communication skills. Proficiency in MS Office applications (MS Teams, Word, Outlook, Excel, PowerPoint, etc.).
- Demonstrated sound work ethics and a commitment to achieving objectives.

iii. ABOUT THE REWARDS

In exchange for your hard work and dedication, you will be rewarded with a competitive salary based on your experience. After successfully completing the first three months of employment, you will be eligible for a comprehensive employee benefits package that includes:

- Extended Health, Dental, Vision benefits, Short-Term, Long-Term, and Life Insurance
- Family and Employee Assistance Program
- Registered Pension plan with an employer match

This is a great opportunity to contribute at an exciting time of growth and changes within the Kwikwetlem Nation and to be a part of a team that creates a place that supports growth and promotes the values of the Kwikwetlem people. If this opportunity matches your values, education, and experience, please send a cover letter indicating your salary expectations and a resume to hr@kwikwetlem.com

We thank all applicants for their interest, however only short-listed candidates will be contacted.