



# Emergency Management Coordinator

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Department: Emergency Services  
Posting Date: Friday, February 09, 2024  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week  
Job type: Fulltime/Contract  
Vacancies: 1  
Reports To: Manager, Emergency Services  
Starting Salary: \$ 48,958.00

### What you'll do in the role

#### **Fire Protection**

- Ensure that fire hydrants are always accessible.
- Assist the Emergency Services Manager with fire protection agreements, maintaining up to date fire protection agreements for businesses, and providing annual updates to the Finance Department
- Maintain regular contact with the Economic Development Department on new businesses.
- Assist in preparing and maintaining reports on fire incidents.
- Perform regular training to volunteer fire fighters.

#### **Emergency Management Coordination**

- Maintain up to date Emergency Management Training including but not limited to Community Emergency Management Coordinator (CEMC).
- Act as Alternate Community Emergency Management Coordinator (CEMC).
- Assist in the upkeep of NFN's emergency plan, updating on a regular basis; includes coordination of training.
- Ensure that emergency supplies are on hand and maintains inventory of.
- Ensure that emergency equipment (ie: generators) are in working order.

#### **Health & Safety**

- Maintain up to date required Health and Safety Training.
- Assist with Occupational Health & Safety -includes regular building and group inspections.
- Attend Monthly Health and Safety Meetings.
- Assist with promoting the Nipissing First Nation Health and Safety Essentials Program.
- Assist with providing emergency and health & safety training to employees of NFN as needed.
- Assist with Health and Safety Investigations.
- Review all Health and Safety Incidents with Emergency Services Manager to prevent future similar incidents.



## Employment Opportunity

### Other

- Assist with maintenance of inventory lists for equipment and department resources.
- Assist with vehicle maintenance- conducting regular inspections and circle checks ensuring that vehicles are in good condition and prepared to always operate.
- Assist with budget maintenance for Emergency Services Department; quarterly reviews with the Finance Department.
- Coordinate prevention and education programming to residents of NFN

### Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- Casual dress

### What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe
- Must have diploma from a post-secondary institute in administration and or business is required
- Must have possession of a Class "G" Driver's License.
- High level computer and word processing skills
- Excellent public relation skills, including an appreciation of the need for tact, discretion and a positive, cheerful and informed approach with the public.
- Displays initiative, strong interpersonal skills, and high-level organization skills.
- Proficiency in firefighting techniques and method is considered an asset but not required
- Certification in train-the-trainer programs is an asset but not required
- Knowledge in Fire Fighting Public Awareness initiatives is an asset but not required
- Proficient in Emergency Response Techniques is an asset but not required.
- Possession of a Community Emergency Management Coordinator Certification is an asset but not required

### Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing February 23, 2024 - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

#### **Closing March 1, 2024 - 2nd Round**

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application



## Employment Opportunity

- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

### **Closing March 8, 2024 - 3rd Round**

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm on the application deadline noted above.

### **Are you a member of NFN? If so, please read below:**

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *Nipissing First Nation members are encouraged to apply to all rounds of employment postings.*
- ✓ *As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.*

**Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.**