



EMPLOYMENT OPPORTUNITY

EMERGENCY MANAGEMENT COORDINATOR

POSITION SUMMARY

Henvey Inlet First Nation is seeking a temporary, full-time **Emergency Management Coordinator** to join our Administration for a 7-month contract, with possibility of extension. The Emergency Management Coordinator reports to the Fire Chief and is responsible for overseeing the coordination of emergency response plans during natural and/or man-made disasters directly impacting Henvey Inlet First Nation. The Emergency Management Coordinator will work collaboratively with HIFN emergency services personnel to create response plans for dealing with emergencies that will mitigate potential hazards, respond to incidents and coordinate recovery efforts in accordance with applicable municipal, provincial and federal laws and legislation. This position requires excellent communication and critical thinking skills.

MAIN RESPONSIBILITIES

The Emergency Management Coordinator will be responsible to:

- Research and develop comprehensive community Emergency Planning and Preparedness plans in accordance with applicable laws and regulations, making them publicly accessible where required
- Review and interpret existing emergency plans and make revisions as required
- Develop and execute the annual emergency management work plan
- Submit completed work plan and Emergency Planning and Preparedness plans to ISC and other applicable funding agencies as requested
- Monitor the emergency management budget, ensuring pre-approval of all expenditures by Chief and Council
- Submit all department funding applications and budgetary reports to the appropriate funding agency/programs, including but not limited to ISC Non-Structural Mitigation and Preparedness Program, ISC FireSmart Program and First Nations ADAPT Program as required
- Establish and maintain a high standard of safety consideration
- Ensure that all health, safety and security regulations are adhered to by modeling and enforcing safe work practices, including proper use of personal protective equipment
- Set priorities for preventative hazard assessments to be conducted on an ongoing basis
- Adhere to local, provincial and federal laws and regulations at all times
- Develop training and exercises in relation to established emergency plans including exercises for testing emergency plans and procedures
- Supervise the Emergency Planning and Preparedness team staff and volunteers and coordinate group training exercises and drills
- Coordinate, monitor and oversee activities for all emergency response projects and deployments
- Establish and organize an Emergency Planning Committee and act as committee's chairperson
- Facilitate monthly Emergency Planning Committee meetings to review recent incidents, summarize key take aways and make amendments to currently plans as recommended
- Know and understand HIFN emergency preparedness plans that will govern the provision of necessary services in the event of an emergency
- Develop and implement individual and community-wide procedures for emergency response
- Coordinate public outreach and educational awareness programs in preparing for local emergencies
- Maintain visibility within HIFN community by communicating project initiatives and educational awareness through monthly HIFN newsletter
- Establish an active emergency operations centre in the community including communication methods to be used in the event of an incident

- Share in the development and maintenance of a current list of in-community members and emergency contact information in the event of an active emergency
- Provide expertise and advice regarding emergency planning and declarations to HIFN leadership and department heads
- Work collaboratively with HIFN Fire Department and First Response teams to act on emergency plans in the event of an incident
- Contact the emergency operations centre and activate emergency planning measures in the event of an active emergency
- Collaborate with HIFN Fire Chief and act as incident co-commander in the event of an emergency
- Establish and maintain community relationships between HIFN and local authorities, emergency services and government agencies
- Meet with building and health and safety inspectors and other investigators and authorities regarding emergency preparedness and response efforts
- Act as a liaison between HIFN and external government agencies and organizations to ensure emergency plans are properly communicated
- Work collaboratively with local volunteer and transportation agencies, emergency services and private sector resources to coordinate emergency response initiatives
- Coordinate with HIFN Health Department and other local medical professionals, hospitals and public health officials to develop plans relating to mass casualty incidents and situations that may require mass inoculation
- Coordinate community evacuation measures and assist with logistical tasks such as temporary relocation efforts
- Assist with the coordination and procurement of additional resources as needed given the nature of the emergency
- Coordinate during the recovery phase to ensure that identified damages are remedied in a timely manner
- Work collaboratively with government investigations and emergency services to prepare and submit incident reports and other necessary documentation
- Provide information and emergency measure expertise to inquiring parties
- Maintain incident and investigation reports and records in a private and secure area
- Complete administrative tasks as required
- Coordinate post-emergency debriefings for Chief and Council and prepare incident reports for external government agencies and funders as required
- Coordinate with Chief and Council prior to any public relations statements being made
- Provide a positive and professional image of the organization at all times
- Assist with crowd and media control at the scene of an active emergency
- Adhere to all HIFN policies and procedures
- Take interest in continuous learning and maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in all mandatory training workshops, meetings, conferences and professional development courses pertaining to emergency management and public safety as required
- Maintain all necessary licenses, registrations, memberships and certifications required to perform all aspects of the role
- Attend and actively participate in all staff and community meetings
- Other duties as assigned from time-to-time by the Supervisor, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Must be 18 years of age or older
- Grade 12 diploma or equivalent required
- Post-secondary degree or diploma in Emergency Management, Public Safety, or a related field preferred
- Previous emergency planning and preparedness experience preferred
- Previous emergency response experience an asset
- Proven ability to manage and lead a team in high-stress environments with the ability to assign and delegate work
- High-level of knowledge and understanding of the industry and geographic area
- Integrates principles of safety/risk management into daily work routines

- Current First Aid and CPR Level C
- Current and satisfactory Vulnerable Sector Police Check
- Valid Class G driver's license required; valid D-Z driver's license is preferred
- Clear driver's abstract
- Working knowledge of investigation and evidence gathering techniques and emergency response techniques
- Demonstrated experience in the use and care of emergency response equipment
- Excellent organizational, strategic planning and implementation skills
- Excellent analytical and problem-solving skills
- Highly resourceful and self-motivated
- Ability to think and act quickly in stressful situations; adaptable to changing priorities and procedures
- Strong prioritization, reasoning and decision-making skills
- Effective verbal and written communications skills, including effective listening skills
- Competent computer skills, including basic Microsoft Word, Excel and Outlook experience
- Effective public relations and public speaking skills
- Ability to meet physical demands of the job
- High degree of personal integrity and ethical values
- Possesses cultural awareness and sensitivity
- Reliable to work flexible hours, including on-call, evenings, weekends and over-nights as needed

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

Negotiable based on experience

START DATE

September 2, 2025

APPLICATION DEADLINE

August 8, 2025

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.