

MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

Title: Emergency Management Coordinator

Department: Montana First Nation Administration

closes: OCTOBER 30, 2024

Montana First Nation is seeking a highly motivated individual to work as the Montana First Nation Emergency Management Co-ordinator. The Montana First Nation Emergency Management Co-ordinator will report to the Band Administrator and Director of Operations of the Montana First Nation and is responsible for assisting the Montana First Nation Administration, EOC and AKV team with the coordination and delivery of Emergency Management, ensuring control and accountability in accordance to policy. The Emergency Management Co-ordinator will promote, support and facilitate fire protection and related emergency services, providing these services in an effective and efficient manner will ensure the nation's safety are in the best interest of the Montana First Nation and its members.

Duties and Responsibilities:

1. Must develop a team by creating, supporting and maintaining services and programs, collaborating with Montana First Nation Administration and other stakeholders to ensure Montana First Nation has the capacity to plan for, mitigate and address their Emergency Management needs
2. Must identify what constitutes an emergency in the Montana First Nation and respond when necessary
3. Must act as the Fire Chief, and as such, is responsible for the overall operation of the fire service, in accordance with local by-laws, Nation's objective, plans & programs & policies. Duties included but not limited to:
 - Must develop and oversee a Volunteer Fire Fighting team
 - Must prepare for, mitigate and respond to wildfires, floods, storms, earthquakes, communicable disease outbreaks, food and water contamination, mental wellness emergencies
 - Must create and maintain good relationships with households, distributors, service providers, Government (Provincial and Federal), Montana First Nation Chief and Council, Tribal Administration Staff and Montana First Nation community members
 - Must support in the preparation and updating of incident briefs and reports (e.g. fire incident and fire loss reports)
 - Must ensure fire inspections and investigations are conducted and are reported to Alberta's Fire commissioner, when necessary
4. Must assist with conducting community safety, hazard, risk, vulnerability, and fire department assessments (as applicable), and provide the recommendations from these assessments
5. Must assist in the development, maintenance, implementation, validation, and evaluation of emergency management documents, including an MFN emergency management plan
6. Must provide monthly and quarterly reports, work plans, forecasts and budgets
7. Must coordinate communication strategies and ensure community members are informed
8. Must organize emergency management preparedness and awareness activities, such as fire safety education presentations and fire prevention initiatives (e.g. smoke/carbon monoxide detector installations, recharging fire extinguishers, supporting building inspections and taking actions to remedy fire related deficiencies, etc.)
9. Must ensure that emergency management supplies and assets are inventoried, maintained, tracked and deployed in the event of an emergency
10. Must provide leadership and direction during an emergency event
11. Must participate in regular DEM meetings, sharing lessons learned, best practices, and provide feedback
12. Must be able to address community members' concerns as it relates to Emergency services and delivery
13. This position may require exposure to hazardous conditions during emergency events
14. This position may require non-traditional work hours, including nights, weekends, and holidays, and requires the ability to respond to emergency and disaster related events
15. Must perform research required as directed and perform any other related duties as assigned or directed

Qualifications and Requirements:

1. Minimum of 1 to 2 years' experience in the field of Emergency Mgmt Services, Fire, Security
2. Certificate, Diploma or Degree in Emergency Management
3. Certification of Level 2 Firefighter Level would be an asset
4. Minimum of 5 years' experience in the fire/rescue services
5. Basic Emergency Management, ICS 100 to 300 would be an asset
6. Must possess current Alberta Class 5 driver's license and reliable transportation
7. Must possess Secondary School Diploma or GED Equivalent with 2 years working experience with a First Nation

Please send your **Cover Letter, Resume, Criminal Record Check, Child Welfare Check, Vulnerable Sectors Check, Driver's Abstract** and **Employment References** to:

HR Generalist – Montana First Nation
PO Box 70, Maskwacis AB, T0C 1N0 Phone: 780-585-3744 ext.247 Fax: 780-585-3264
Email: ryanpotts@montanafirstnation.com

Montana First Nation thanks all interested applicants, but only those selected that meet the necessary criteria, will be contacted for an interview. Please provide all documents. The successful applicant will be required to submit a photocopy of Driver's License and all documents of proof of Education. Thank you!