

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

## Social Emergency Manager

## **PURPOSE OF THE POSITION**

The Social Emergency Manager, under the direction of the Chief Executive Officer (CEO) or his designation of Matawa First Nations Management, will be primary responsible to co-develop new capacity-building programs for emergency management within Matawa First Nations Management and their First Nations members for the responding to social emergencies through all five pillars of emergency management; prevention, mitigation, preparedness, response, and recovery. This position works in a matrix environment, which requires strong and effective working relationships with colleagues, communities, health service partners and various internal and external members.

The Social Emergency Manager will work to improve First Nations members social health and well-being by addressing the following four areas:

**Prevention:** Activities taken to prevent the emergency itself.

**Mitigation:** Activities aimed to identify possible issues and emergencies, recognize vulnerabilities, and take proactive measures to prevent or reduce the consequences of emergencies.

**Preparedness:** Activities designed to encourage all-hazard planning for response recovery during emergencies as well as training and exercising of emergency management plans.

**Response:** Activities including agency response, resource coordination, organizational structure, protection and warning systems, and communications, all of which are designed to help manage and minimize the short-term negative impacts of an emergency.

**Recovery:** Activities aimed to restore conditions to an acceptable level that existed prior to an emergency.

## **SCOPE**

The Social Emergency Manager shall advocate for First Nations members quality of life for social wellness and respond to social emergencies through mutually beneficial partnerships with internal and external stakeholders. The Social Emergency Manager is accountable for guaranteeing quality, organized emergency response with a promptness and best use of resources on preparedness and acute response initiatives to meet the needs of social health and well-being of the First Nations members.

## **PREFERRED QUALIFICATIONS**

The following qualifications for the position shall include, but are not limited to, the following:

- Graduated from a recognized or legally authorized college or university with a diploma or degree related to the provisions of this position with a minimum of 5 years of experience.
- Ability to work on an on-call basis and irregular and extended working hours during an emergency response.
- Experience in working with First Nation leadership and demonstrated Indigenous cultural competency.
- Knowledge of on and off-reserve health, social services, community culture and traditions, traditional healing services and/or emergency/crisis management is an asset.

## **RESPONSIBILITIES**

The duties and responsibilities of the Social Emergency Manager include working in conjunction with First Nations, external organizations, and all levels of government (where applicable):

### **Non-Structural Prevention, Social Emergency Prevention, Mitigation and Preparedness:**

- Support member First Nations on the development, exercise, and updates of community emergency plans for member First Nations that align with the [Nishnawbe Aski Nation/GCT #3] Guide for Responding to Social Emergencies in Remote First Nations.
- Ensure community emergency plans are made publicly available and accessible, as required.
- Maintain situational awareness and communicate potential, emerging, or existing social crisis situations to the [Tribal Council/Regional Organization] leadership, [NAN/GCT #3] leadership, and IAO.

### **Complete the following training within 12 months of starting in the position:**

- Office of the Fire Marshall and Emergency Management Incident Management System (IMS) 100, 200.
- Office of the Fire Marshall and Emergency Management Basic Emergency Management (EM) 200.
- Incident Management System Emergency Operations Centres (IMS 250).

### **Coordinate emergency management training for member First Nation leadership, Community Health Staff and other key First Nation staff that includes, but is not limited to, the following:**

- Office of the Fire Marshall and Emergency Management Incident Management System (IMS) 100
- Office of the Fire Marshall and Emergency Management Basic Emergency Management (EM) 200
- Complete training in Mental Health First aid, Mental Health Assist, or other equivalent training courses

### **Response and Recovery:**

Assist Matawa First Nations member First Nations when responding to a social emergency event by:

- Establishing and activating an emergency operations centre in the community utilizing community First Nation staff and [Tribal Council/Regional Organization] staff that facilitates emergency response operations, logistics, communications and finance and administration;
- Acting as incident commander reporting to the Chief and Council;
- Activating community and regional emergency plans;
- Coordinating the local response, including mental health services;
- Liaising on behalf of the affected community with relevant partners including but not limited to community based and regional service provider organizations, [Nishnawbe Aski Nation, Tribal Councils, Grand Treaty Council #3, Regional Organizations] federal and provincial government organizations and non-governmental organizations; and
- Provide continuous monitoring of emergency event.
- Coordinate with the affected First Nation during the recovery phase to ensure that identified expenses are channeled to the appropriate service provider or federal or provincial organization.

## **REPORTING REQUIREMENTS:**

The Social Emergency Manager must complete an annual work-plan will be submitted to IAO through the transfer payment agreement addressing the roles and responsibilities of the position as set out above. The work-plan should include, but not limited to, activities, goals, outcomes, and objectives. As part of the deliverables associated with this position, a [mid-year and] final report will be submitted are required and are to include the following:

- Detailed narrative on activities and achievements to date including any challenges encountered and best practices;
- Financial breakdown of costs expended to date;
- A master list and copy of existing, updated, and/or newly created community emergency plans;
- Statistics regarding how many training sessions and/or community meetings were planned, delivered, and a list of participants.
- The mid-year report will be due September 30th (to be confirmed) and the final report due April 30th of the new fiscal year.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- A diploma or degree in a related field to the provisions of this position with a minimum of 5 years of successful demonstrated experiences, or an equivalent combination of education and experience;
- Extensive knowledge of Social Health and Emergency Management
- Understanding of issues and requirements related to information privacy and access, and confidentiality of an individual's personal records and information;
- Knowledge of First Nation Governments, cultures, and lifestyles;
- Proven emergency preparedness skills (prevention, mitigation, preparedness, and response).
- Proficiency in Microsoft Office applications (Word, Outlook, Excel, Power Point, etc.).
- Able to build working relationships with First Nation communities and other partners.
- Knowledge of the Ojibway, Oji-Cree and Cree language would be considered an asset.
- Hold a valid Ontario Driver's License and have access to a reliable vehicle

### **Skills**

The incumbent must demonstrate the following skills set:

- Excellent written communication skills
- Effective verbal and listening communication skills
- Organizational skills
- Excellent interpersonal skills
- Stress and time management
- Self-motivated and the ability to work independently
- Strong critical thinking skills and ability to multitask
- The ability to speak and interpret Ojibway, Oji-Cree and Cree would be considered an asset

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of Social Emergency Manager. The incumbent must also demonstrate the following personal attributes:

- Reliable
- Management Skills
- First Nations Advocacy Skills
- Responsiveness to First Nations Social Health
- Emotional Intelligence
- Cultural Sensitivity

## **WORKING CONDITIONS**

The Social Emergency Manager will be required to work both in an office setting and may be required to travel locally and have interactions with First Nations. The work may be subjected to unscheduled hours and may be required to work overtime if necessary.

### **Physical Demands**

The Social Emergency Manager may have to travel throughout the region in all weather. She/He may have to lift, carry, and manage equipment and supplies. She/He may have to work odd or long hours at a time to complete special requests or projects. The Social Emergency Manager may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Social Emergency Manager may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The Social Emergency Manager may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches. The Matawa office at times may be noisy and busy making it difficult for the Social Emergency Manager to concentrate.

### **Mental Demands**

The Social Emergency Manager will have to manage a number of requests and projects at one time. She/He must be aware of all Tribal Council business in the community and any relevant legislation, policies, and procedures. They may have to complete a number of tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

The following signature confirms that the **Social Emergency Manager** acknowledges, understands, and agrees to fulfill the duties and activities outlined in this Position Profile:

**CERTIFICATION**

_____ Employee Signature	_____ Supervisor's Title
_____ Printed Name                      Date	_____ Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Chief Executive Officer's Signature              Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.