



Jane Mattinas Health Centre

Constance Lake First Nation, Ontario

P.O BOX 4000 - P0L1B0

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JOB POSTING

Crisis Management Coordinator

OVERVIEW:

Under the general supervision of the Health Administrator, the Crisis Management Coordinator will be responsible to oversee the community's crises, such as suicides, forest fires, etc. and to lead any health pandemics. This is a full-time permanent position.

PREFERRED QUALIFICATIONS:

- Undergraduate Degree in Health Administration; Project Management; or related field
- Knowledge of Emergency Management mechanisms, as a definite asset
- Knowledge of the health care system and pandemic protocols and priorities
- Experience in an Indigenous health and/or social service organization, hospital or community-based health setting, health promotion, public health or social work is an asset
- Management experience would be an asset
- Proven ability to organize, prioritize and handle multiple tasks with attention to detail and accuracy, prioritize and complete all of the above in a timely manner
- Ability to delegate and oversee other staff and personnel
- Problem-solving, good judgement and decision-making skill and ability to stay calm, and composed especially in times of crisis or urgencies
- Knowledge of the Health and Safety guidelines
- Able to work late hours, when required
- Demonstrated ability to deal with situations with discretion and confidentiality
- Must possess a valid Ontario Driver's Licence and a reliable vehicle
- The ability to speak Cree, Ojibwa or Oji-Cree is considered a valuable asset
- A clear vulnerable sector criminal reference check is a condition of employment.
- Must pass the drug and alcohol test

DUTIES AND RESPONSIBILITIES:

- Update the emergency pandemic plan and the community emergency plan on a regular basis.
- Communicate with the health department and all protocol managers on a regular basis.
- Organize the needs of the community during the Pandemic, ie: food security.
- Work with all departments to coordinate ordering, storing & disbursement of supplies.
- Ensure that the Constance Lake Emergency Pandemic Plan is being followed when implemented
- Coordinate communication from Leadership and health department to the community
- Participate, lead and attend meetings during a pandemic or crisis
- Responsible for all community emergency/crisis issues - pandemic, fire, flooding, suicide, etc.
- Build a volunteer crisis team in the community. Respond to crisis within the community.
- Supervise Crisis workers and oversee the NAN Crisis program
- Oversee the fire fighters and its program
- Responsible to manage the Hope Fund
- Responsible for joint health and safety committee
- Perform any other related duties when required and requested.

Deadline for application is Friday, May 26, 2023 @ 4:00 p.m.

Please submit your resume, cover letter at the Band Office or by email to:

Shanayah Echum, Council Executive Secretary
Constance Lake First Nation
P.O. Box 4000, Constance Lake, ON P0L 1B0
Email: shanayah.echum@clfn.on.ca

Only those selected for an interview will be contacted. We thank you for your interest.