



GINOOGAMING FIRST NATION

P.O. Box 89
Longlac, Ont. P0T 2A0
Tel: (807) 876-2242
Fax (807) 876-2495

Emergency Management Coordinator Job Posting

Ginoogaming First Nation is located about one kilometre southeast of Longlac, Ontario, adjacent to Long Lake, and 40 kilometres east of Geraldton, Ontario. Ginoogaming First Nation is governed by one (1) Chief and six (6) Councilors and consists of approximately 950 members, 300 on-reserve and the remaining that live across Canada. Ginoogaming First Nation is predominantly Ojibway with some ancestral Cree. Ginoogaming First Nation falls under the Treaty #9 area, Nishnawbe Aski Nation, and is one of the nine First Nations that make up the Matawa Tribal Council located in Thunder Bay.

Job Summary:

Ginoogaming First Nation is currently seeking a professional to fill the position of Emergency Management Coordinator. The Emergency Management Coordinator Position will provide Physical Emergency Management including on-going reporting to identify, assess and support the community's needs, based on previous and current emergency conditions.

Qualifications:

- Community Emergency Management Coordinator Certification.
- Knowledge in Fire Fighting Public Awareness initiatives is an asset but not required.
- Previous experience working on a First Nation an asset.
- High level computer and word processing skills.
- Discretion handling sensitive materials and information.
- Class G driver's license.
- Strong written and communication skills.
- Ability to work collaboratively with all Ginoogaming staff, including an appreciation of the need for tact, discretion and a positive, cheerful and informed approach with the public.
- Capable of working under pressure and in stressful situations.
- First Aid, Train the Trainer SP100, Vegetation management, search and rescue.

Duties:

- Represent Ginoogaming First Nations' interests at all times in a positive, respectful, impartial manner and develop/maintain working relationships with Members,
- Maintain up to date Emergency Management training including but not limited to Community Emergency Management Co-Ordinator.
- Assist in the upkeep of GFN's emergency plan, updating on a regular basis; includes coordination of training.
- Ensure the emergency supplies are on hand and maintains inventory of.
- Ensure that emergency equipment (i.e.: generators) is in working order.

- Maintain up to date Health and Safety training.
- Assist with Occupational Health and Safety, includes regular building and group inspections.
- Attend monthly Health and Safety Meetings.
- Assist with Health and Safety investigations.
- Review all Health and Safety incidents.
- Other duties as may be required by Chief and Council.

Please submit your resume to:

Denise Taylor, HR Manager
denise.taylor@ginoogamingfn.ca
FAX: 807-876-2495
PO Box 89, Longlac, ON P0T 2A0

Closing Date: Until Filled

Wage: TBD

**Only qualified candidates will be contacted for an interview
Qualified Ginoogaming First Nation members will be given priority**

The successful candidate will be asked to provide a current Criminal Record Check including a Vulnerable Sector Screening and proof of vaccination as a condition of employment.