

# MATAWA FIRST NATIONS MANAGEMENT



## Job Description

### Social Emergency Coordinator

## **PURPOSE OF THE POSITION**

Matawa First Nations Management is a Tribal Council with a membership of nine (9) First Nations communities of Aroland, Constance Lake, Eabametoong, Ginoogaming, Long Lake #58, Marten Falls, Neskantaga, Nibinamik and Webequie. The Matawa First Nations Management provides technical and professional advisory services and programs to its member First Nations.

Health and Social Meno Biimadeswin Department (HSMB) oversees the management, coordination and implementation of several health and social wellbeing programs, including Social Emergency Coordinator Program. HSMB provides advocacy, advisory and technical support to Matawa First Nations and provides direct supports to communities and individuals experiencing crisis and/or emergencies.

The Social Emergency Coordinator position, under the direction of the HSMB Director, is primary responsible to co-develop new capacity-building programs for emergency management within Matawa First Nations Management and its First Nations for 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 providers and various internal and external partners.

## **SCOPE**

The Social Emergency Coordinator works in collaboration with all nine Matawa First Nations to advocate for First Nations members quality of life for social wellness and respond to social emergencies in conjunction with internal and external partners. The Social Emergency Coordinator 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.

## **RESPONSIBILITIES**

1. Support member First Nations on the development, exercise, and updates of community emergency plans for member First Nations that align with Matawa Emergency Plan, Nishnawbe Aski Nation Guide for Responding to Social Emergencies in Remote First Nations and other regional plans that are applicable to First Nations
2. Ensure community emergency plans are made publicly available and accessible, as required.
3. Maintain situational awareness and communicate potential, emerging, or existing

social crisis situations to Matawa First Nations leadership, and other affiliated organizations like Nishinawbe Aski Nation, Indigenous Affairs Ontario and Indigenous Service Canada.

4. Organize and coordinate appropriate emergency management training to Matawa First Nations community leadership, health & social staff, other key First Nation staff, and volunteers. The training should include IMS100, EM200, Mental Health First aid, Mental Health Assist or other equivalent training courses.
5. Assist Matawa First Nation communities when responding to a social emergency event by:
  - Establishing and activating an emergency operations center in the community in collaboration with community First Nation staff, Matawa First Nations staff and other affiliated organizations that facilitates emergency response operations, logistics, communications, 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, federal and provincial government organizations and non-governmental organizations; and
  - Providing continuous monitoring of emergency events
  - Coordinating 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
6. Provide technical support to First Nation Leadership and Health & Social Directors in the on-going development of Community Social Emergency Response Plans.
7. Assist and support First Nations to access community emergency and crises resources, equipment, and supplies.
8. Assist in developing a Matawa Regional Health & Social Emergency Response Plan in collaboration with other HSMB programs and MFNM departments.
9. Assist and support in the on-going development of MFNM Emergency Plan as required.
10. Perform, complete and submit administrative tasks as required. Such as, annual work plans, reporting, maintaining accurate information and statistics, regular progress updates, briefing notes, information sessions, inventory, etc.
11. Perform other related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- 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
- Extensive knowledge of Matawa First Nation communities, cultures, traditions and practices
- Knowledge of the Ojibway, Oji-Cree and Cree language would be considered an asset.
- Understanding of Emergency Management Operation Systems (federal, provincial, and First Nations)

### **Skills**

The incumbent must demonstrate the following skills set:

- Excellent written, verbal and listening communication skills
- Strong facilitation, planning, presentation and organizational skills
- Strong advocacy skills
- Excellent interpersonal skills
- Excellent stress and time management skills
- Strong critical thinking skills and ability to multitask
- The ability to speak and interpret Ojibway, Oji-Cree and Cree would be considered an asset
- Proven emergency management skills (prevention, mitigation, preparedness, and response)
- Proficiency in Microsoft Office applications (work, outlook, excel, power point, etc.)

### **Personal Attributes**

The incumbent must demonstrate the following personal attributes:

- Maintain strict confidentiality
- Maintain standards of conduct
- Demonstrate sound work ethics
- Reliability, accountability and transparency
- Task and results oriented
- Responsiveness to First Nations social health
- Emotional intelligence
- Cultural awareness and sensitivity
- Consistency
- Maintain respectful, cooperative, and trusting relationships
- Self-motivated and the ability to work independently

## **WORKING CONDITIONS**

The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Social Emergency Coordinator

- will travel to all Matawa First Nations and travel in all types of weather conditions
- may have to lift, carry and manage equipment and supplies
- may have to work odd or long hours at a time to complete special requests or projects
- may have to spend long hours sitting and using office equipment, computers and attending meetings

### **Environmental Conditions**

The Social Emergency Coordinator

- may be interrupted frequently to meet the needs and requests of member First Nation leaders and members
- may find the environment to be busy and noisy
- may find workspace/area is small, crowded and lacks privacy
- may need to adapt to environmental and/or infrastructure conditions of the community. i.e. water boiling advisories, sewage leaks, extended stays in community, share a hotel room, billet in private home.

### **Sensory Demands**

The Social Emergency Coordinator

- will use computer/laptop with small screen
- may find the office to be noisy and busy making it difficult to concentrate

### **Mental Demands**

The Social Emergency Coordinator

- will manage multiple requests/projects at one time
- must be aware of all Tribal Council business in the community and any relevant legislation, policies, and procedures
- must complete a number of tasks and responsibilities at one time
- must be prepared to deal with emergencies and stressful situations at any time

## **CERTIFICATION**

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name                      Date	<hr/> 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.
<hr/> 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.