



Job Description

Emergency Program Coordinator - Nelson

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Manager of Community Sustainability

TITLE OF IMMEDIATE SUBORDINATES: Could vary by assignment

DEPARTMENT: Community Sustainability

SUMMARY OF POSITION:

Reporting to the Manager of Community Sustainability, the Emergency Program Coordinator – Nelson (EPC) plays a pivotal role in coordinating and overseeing the local Emergency Management Program within the Regional District of Central Kootenay (RDCK), in collaboration with our First Nation, municipal and regional partners. The primary responsibilities of this position will be leading emergency preparedness, response, and recovery by liaising with outside agencies, external contractors, volunteer organizations, and RDCK staff to ensure implementation and improvement of emergency plans and training. During an emergency, the EPC takes a key role in the Emergency Operations Centre (EOC) across all phases of the event.

ROLE AND RESPONSIBILITIES:

As a member of the Community Sustainability team, responsibilities include, but are not limited to:

Preparedness

1. Coordinate emergency preparedness committees (i.e.: BCAS, Health Authority; School District; Utility Companies, Industry, Transportation Agencies, first responding agencies etc.). Prepares agendas, chairs meetings, and makes recommendations regarding risk management, mitigation, preparedness, response and recovery.
2. Act as single point of contact regionally for the community/jurisdiction emergency program to discuss emergency preparedness, response, and recovery.
3. Establish and maintains updated local resource and contact lists in case of emergency and keeps local stakeholders engaged.
4. Anticipate potential emergency situations by monitoring current conditions and participating in hazard awareness information sessions provided by related provincial bodies (e.g. EMCR, FLNRO).
5. Collaborate with Emergency Program staff to develop, maintain and regularly review emergency plans to ensure compliance and preparedness.
6. Develop, organizes and facilitates training and exercises for RDCK EOC staff
7. Plan and recommend training/exercise requirements for staff serving in EOC
8. Participate in training to maintain and develop their own EOC skills and abilities.

Response

1. During emergency situations, may act as a Field Assessor, an EOC Municipal Liaison, or in a suitable position within the Regional EOC.
2. Participate in the Emergency Operations Centre (EOC) during emergency activations in a leadership role.
3. Collaborate with the EOC Information officer during public forums and meetings to ensure residents informed of emergency status, recovery efforts and on-going emergency management initiatives.

Recovery

1. Process and submit reports and information to Emergency Program staff and the Provincial Regional EOC as required.
2. Following EOC Activations:
 - a. Lead recovery plan implementation;
 - b. Complete and distributes the EOC After Action Report;
 - c. Organize public forums and/or meetings to keep residents informed as to the status of recovery efforts and on-going emergency management initiatives; and
 - d. Ensure financial and administrative requirements of the RDCK and EMCR.

Ongoing

1. Maintain roster for EOC positions, ensuring EOC is response ready 24x7x365.
2. Collaborate with the Emergency Program Team to ensure compliance of the Emergency Program to meet provincially legislated requirements.
3. Provide input to the Emergency Program budget.
4. Under the direction of the Manager of Community Sustainability, manage multiple emergency preparedness projects and related grants throughout their lifecycle - research, planning, application/procurement, budgeting, implementation, and reporting – to ensure organizational and EOC readiness, and;
5. Other duties as assigned.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Diploma in in Emergency Management or a relevant field
- 3 years' experience in emergency preparedness, response and recovery
- Significant EOC experience, including EOC leadership experience
- A combination of education and experience may be considered
- Valid Class 5 Driver's License and a satisfactory Driver's Abstract
- Satisfactory Criminal Record

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Advanced knowledge and experience in Emergency Operations Centres including Incident Command system, reporting, operations, planning, logistics, finance, interagency collaboration and communications
- Considerable knowledge of emergency programs and systems including Emergency Support Services and phases of Emergency Management including Preparedness, Response and Recovery
- Understanding of relevant federal, provincial and local legislation, acts, policy and bylaw and how they apply in a rural regional district context
- Demonstrated competency in project management
- Ability to work independently with a consultative teamwork approach
- Ability to develop and present training and instruction to variety of stakeholders including volunteers, other government officers and the public
- Excellent networking skills with the ability to coordinate groups of workers and volunteers across a wide geographical area
- Professional report writing skills
- Ability to delegate effectively;
- Strong interpersonal and communication skills;
- Ability to remain calm and work professionally in an emergency situation;
- Demonstrated conflict resolution skills;
- Ability to develop and maintain budgets, prepare funding applications and requests for proposals; and
- Demonstrated competency with common computer programs such as: Word, Excel, PowerPoint; etc. and the ability to learn and effectively use new computer systems.

CONDITIONS OF WORK:

- Participation in the RDCK On-Call program is a requirement of this position;
- Will be required to work extended hours under stressful conditions in the event of an emergency
- Travel and overnight stays may be required in the event of an emergency

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date