

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

<u>POSITION:</u>	Emergency Management Officer, Public Safety Division
<u>DURATION:</u>	Indeterminate, Full-Time Nine (9) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$1,182.75 to \$1,335.75 Per Week
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	37.5 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Tuesday, December 12, 2023 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED</u> <ul style="list-style-type: none">✓ Applicant checklist✓ Letter of intent✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website: www.kahnawake.com/jobs

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Aboriginal candidates.**

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Job Title:	Emergency Management Officer
Division:	Public Safety Division
Reports To:	General Manager of Public Safety Operations
Name of Incumbent:	TBD
<p>Purpose: Under the supervision of the General Manager of Public Safety Operations, is responsible for the maintenance, development, operation, testing, and updating of all Kahnawà:ke emergency plans.</p> <p>Provides support in the development of the Kahnawake Comprehensive Emergency Management system. Responsible for operationalizing the Emergency Operations Center.</p> <p>Coordinates the operations of the search and rescue team. Responsible for ensuring the day-to-day operations of various Public Safety mandates and projects.</p>	
<p>Cultural Identity Attributes: The individual is a good communicator, positive, and enthusiastic. Effectively uses interpersonal skills to achieve goals and objectives; can network and establish relationships. Takes a logical, systematic, and rational approach.</p>	
<p>Roles & Responsibilities:</p>	
<p>To coordinate and maintain the day-to-day functions of the Emergency Preparedness and Planning (EPP) program</p> <ul style="list-style-type: none"> • Plans, schedules, and coordinates all EPP services, ensuring that tasks & assignments are completed in a timely manner. • Implements, maintains, and updates EPP initiatives and plans for the community. • Ensures organizations and institutions review and update their internal emergency plans annually. • Implements performance standards of the program. • Focus on the pillars of mitigation, preparedness, response, and recovery. • Handles all correspondence and filing. • Monitors all payments and submits invoices and deposits to Accounting Department. • Regularly monitors routine expenditure, and reviews variances between budget and actual expenditures, ensuring effective maintenance of EPP budgets with the GM of Public Safety. • Prepares reports and submits annual budget to the GM of Public Safety for approval. 	



To promote a comprehensive approach to emergency planning to all organizations and businesses within Kahnawà:ke

- Promotes and implements campaigns, presentations, and training programs.
- Establishes partnerships with other EPP entities.
- Acts as spokesperson and communication liaison.
- Assists community organizations to implement proper Emergency preparedness standards and plans.

To function as the Emergency Management Officer

- Acts as an alternate incident commander within the Emergency Operations Center if required.
- Assess and develop the skills of individuals involved in emergency situations.
- Supports response and recovery operations during an emergency.
- Ensures that all staff are up to date on emergency response training.

To coordinate and maintain the day-to-day functions of the Search and Rescue Team

- Plans, schedules, and coordinates all Search and Rescue activities, ensuring that tasks & assignments are completed in a timely manner.
- Supports response and recovery operations during search and rescue.
- Ensures proper communication and protocols are followed with the Kahnawake Peacekeepers.

To maintain and operationalize protocols which identify procedures to enhance work relationships between programs and departments

- Identifies, consults, monitors, and reviews operational protocols required between programs, departments, and institutions on behalf of Public Safety.
- Coordinates working group to maintain and update operational protocols and procedures.

To ensure the coordination and maintenance of all public safety equipment and tools

- Ensures, bikes, trailers, generators, speed signs, PMV signs, and other equipment are kept in working order and installed in various locations throughout the community when required.
- Handles all correspondents and ordering of emergency preparedness equipment and tools.

The statements herein reflect general details to describe the principle functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Decision-Making Authority:

- Decides on EPP response plans and how to implement;
- Determines EPP initiatives;



- Determines contacts, linkages, and networks;
- Decides on skills requirements for individuals involved in emergency situations;
- Determines protocols.

Accountability:

- Maintenance and operationalization of plans;
- The compliance and conformity to policies, regulations, and standards related to EPP activities;
- The implementation of prevention awareness activities for the community;
- The provision of capacity building;
- Ensuring working relationships, partnerships, protocols, and procedures are developed and operationalized;
- The communications and EPP representation;
- Ensures professional service delivery.
- Ensuring the continuous improvement of the organization;
- Conducting business with internal and external clients in a tactful, discreet and courteous manner;
- Maintaining confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.

Education & Experience:

- DEC in Social Science with one (1) year relevant experience in Emergency Management or any discipline related to Public Safety;
- OR
- High School Diploma, plus three (3) years experience, with training in Emergency Management or any discipline related to Public Safety;
 - Formal training or certification in Emergency Management.



Knowledge, Skills, Abilities & Other Attributes:

- Sound knowledge in the phases of Comprehensive Emergency Management and how they interact and complement each other;
- Good knowledge and understanding of Kahnawà:ke Emergency programs and how they function and interact with one another;
- Sound understanding of the principles, practices, and relevant codes, laws, and/or guidelines in Emergency Preparedness and Public Protection;
- Good understanding of the issues facing the community and the present and future needs;
- Sound judgment and understanding of Emergency Operations;
- Sound organizational skills;
- Good interpersonal skills;
- Good computer skills;
- Leadership, supervisory, and Team Management skills;
- Excellent oral and written communication skills required;
- Skill to work cohesively with Units and Departments;
- Ability to conduct formal, persuasive presentations to groups and to deal effectively with people from all segments of the community;
- Ability to show tact, discretion, courtesy and self-control when dealing with requests from the community or internal/external organizations;
- Ability to plan and evaluate, implement programs, and meet deadlines;
- Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes rapid decisions regarding administrative issues;
- Ability to work well under a high level of stress;
- Experience in community relations is preferred;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

Working Environment:

- Five-day workweek in an office environment;
- Hours may be long and irregular;
- On call requirement to ensure coordination in the event of major community emergency.
- Maintains a flexible work schedule to meet the demands of Executive Management;
- This is a high-stress position based on full responsibility for operations;
- May be re-assigned roles during an emergency.

Competencies:



Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Leadership	Language & Culture
Intermediate	Intermediate	Intermediate	Mastery	Intermediate	Core
Communication	Adaptability	Organizing & Planning			
Intermediate	Intermediate	Mastery			

Commitment Statement:

I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee’s Signature: _____

Date: _____

Supervisor’s Signature: _____

Date: _____