



## **JOB POSTING**

Title: Community Emergency Response Team Coordinator  
Reports to: Health & Safety Coordinator  
Terms: Contract to March 31, 2022 (*with the possibility of an extension*)  
Hours: 35 hours per week; must be available evenings and weekends  
Salary: \$30.00/ per hour  
Location: Mino Bimaadsawin Health Center

### **Position Summary:**

Develop and implement a Community Emergency Response Team. The Community Emergency Response Team Coordinator will educate volunteers about natural disaster preparedness and hazards that may impact this area and train basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. Also, the CERT Coordinator will also develop, organize, manage, maintain and administer the SFN CERT program. Provide or assist training in areas such as Suicide Prevention, Mental Health First Aid, Grief and Loss, Naloxone and other training that will assist the community.

### **Duties:**

- Develop, organize, manage, maintain and administer the Community Emergency Response Team
- Coordinate and teach CERT classes on an ongoing basis; develop lesson plans
- Monitor and maintain all reporting including volunteer performance evaluations, attendance and volunteer hours
- Develop and oversee recruitment efforts, publicity and advertising activities
- Provide direction for and oversee the continuous development of the SFN Community Emergency Response Team; including but not limited to meetings, training, and inspections
- Plan, organize and execute annual emergency management exercises/drills for volunteers
- Support and foster relationships with community members, SFN staff, SFN Fire Department, Committees and contract services for the community for all emergency services;
- Build resources and host information sessions for community members to bring awareness and education on the Emergency Services for Saugeen First Nation
- Provide regular updates and/or consultations with the Health Director and Band Administrator
- Complete quarterly and year-end financial reports
- Complete year-end administrative report
- Contribute positively in creating a safe and secure environment to support learning
- Ensure appropriate and sufficient safety equipment is available to all employees
- Agree to take additional training as needed related to C.E.R.T, and Emergency Preparedness

### **Qualifications:**

- Bachelor of Social Work or
- Education and experience in Office Administration and/ or Emergency Preparedness would be an asset; willingness to obtain

- Grade 12 Diploma or GED Equivalent
- Comprehensive Knowledge of Community Emergency Response Team program
- Experience working in an Indigenous community
- Experience with public education and community outreach activities
- Strong communication skills including public speaking ability
- Ability to act effectively and calmly in emergency situations
- Demonstrated ability to inspire, train and retain volunteers
- Strong reading and writing skills
- Demonstrated critical thinking and problem-solving skills
- Experience in government funding applications and electronic reporting
- Demonstrated organizational skills and experience with action plans
  
- Excellent Interpersonal Skills
- Excellent Management Skills
- Excellent case management and coordination skills
- Excellent conflict resolution skills
- Excellent problem - solving skills
- Excellent oral and written communication skills
- Excellent Organizational skills
- Excellent computer skills with MS Office Software
- Ability to work independently and within a team environment
- Ability to work with confidential and highly sensitive and personal information
- Ability to work flexible hours including unplanned overtime.
- Class G Ontario Driver's License with a clean abstract

**DEADLINE DATE: Tuesday, December 7, 2021 @ 4:00 p.m.**  
 (\*No Late Applications Accepted\*)

**Only qualified applicants will be contacted for an interview**

**Qualified Saugeen First Nation members will be given priority**

**Successful candidate will be asked to provide a current Criminal Record Check including Vulnerable Sector Screening as a condition of employment**

**Applications will be received:**

**Office:** Human Resources Dept, (519) 797-1224, Extension 1110

**By Fax:** (519) 797-3458

**By E-Mail:** [tina.jacobs@saugeen.org](mailto:tina.jacobs@saugeen.org)

**By Mail:** HR Dept, 6 Cameron Drive, RR#1, Southampton, ON N0H 2L0