



GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE

EMPLOYMENT OPPORTUNITY

Position Title: Health Emergency Management Coordinator
Location: Grand Council Treaty #3 Administrative Office, Kenora
Salary: Negotiable
Cosing Date: Open until filled



GRAND COUNCIL TREATY #3
HEALTH COUNCIL

JOB OVERVIEW:

The Grand Council “Health Emergency Management Coordinator” will develop First Nations capacity within Provincial Territorial Organizations (PTOs) to support First Nations in responding to health and social emergencies through all four pillars of emergency management; mitigation, preparedness, response, and recovery.

MITIGATION AND PREPAREDNESS:

Health and Social emergency mitigation and preparedness including:

- Conduct health risk assessment and preparing tools to support the development of the health and social emergency components of all-hazard community plans.
- Supporting community mental wellness teams and front line workers to enhance preparedness for emergencies through Partners;

Support increased capacity within the Tribal Councils, member First Nations, and First Nation partner organizations to prepare for and mitigate health and social emergencies by:

- Supporting First Nation communities through outreach activities to increase public awareness and on-going emergency management training around health concerns;
- Developing crisis response toolkits, case studies and training for front line workers on psychosocial supports related to emergencies;
- Support the training in Mental Health First aid, Mental Health Assist, or other equivalent training courses;

RESPONSE AND RECOVERY:

- HEM coordinator will part emergency participate doing events including: natural disasters, including communicable disease emergencies, psychosocial crises, pandemic and food insecurity.
- Assist member First Nations leadership and key health and community partners when responding to health or social emergency events;
- Establishing and activating an Emergency Operations Centre (EOC) in the community under guidance from community band staff and Tribal Council/Regional Organization staff that facilitates emergency response operations, logistics, communications and finance and administration;
- Coordinate local response, including mental health services; Providing continuous follow-up of emergency events, example: AAR (After Action Report);
- Working collaboratively with leadership, community based, regional, federal and provincial partners to ensure continuity of care for all community members and evacuees’
- Coordinate with the impacted First Nation during the recovery phase to ensure that identified expenses are channeled to the appropriate service provider or federal or provincial organization;

- As a member of the Administrative Office team you will assist in providing administrative support services to the Administrative Office in a timely and efficient manner;
- You will work in the GCT3 Emergency Management Team under the supervision of the Emergency Management Coordinator;
- You will provide reports and updates to the Federal Health Policy Analyst and at their direction attend meetings that require your expertise, in addition to identifying emerging issues regarding challenges and opportunities that may affect the communities of Grand Council;
- Establish a positive and effective working relationship with the greater community service environment and promote the activities of Grand Council;

EDUCATION AND EXPERIENCE:

- Graduated from secondary or post-secondary school with knowledge of on and off-reserve health, social services, traditional healing services and/or emergency/crisis management;
- Ability to work on an on-call basis and irregular and extended working hours during an emergency response;
- Experience in working with First Nation leadership and demonstrated Indigenous cultural competency.
- Ability to work flexible hours and available to be on-call and respond to emergency requests with short notice
- Able to build working relationships with First Nations communities and partners
- Knowledge and understanding of Grand Council Treaty #3 First Nations.
- Ability to speak and write in Anishinaabemowin is an asset.
- Excellent oral and communication skills.
- Strong writing and reporting skills.
- Ability to establish priorities, develop action plans, prepare briefing notes/reports.
- Proficient in computer software applications (Word, Excel and Power Point) and digital platforms (Zoom, Blue Jeans, Microsoft teams).
- Ability to meet work deliverables on time and/or as directed.

EMPLOYMENT CONDITIONS:

- Must have valid driver's license, in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check is required upon hiring.
- Must be able to travel on short notice.
- Travel may be required within Kenora and surrounding areas.
- Interacts with public at large.
- Overtime may be required.

Please send cover letter, resume, and contact information for 3 references to the attention of:

Human Resources

Grand Council Treaty #3
P.O Box 1720 Kenora, Ontario P9N 3X7
Fax: 807-548-5041
Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.