



# Saskatoon Tribal Council Job Opportunity

## EXTERNAL Posting      Emergency Response Planning Coordinator – Full Time position

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### The Organization

Saskatoon Tribal Council (STC) improves the quality of life of First Nations through mutually beneficial partnerships with community organizations and industry. Opportunities for improved living are accessed through programs and services in health, safety, economic development, education, and financial investments in the broader community. Acting as a representative body for seven First Nations, STC delivers programs and services to those living in member communities and Saskatoon. More information is available at [www.sktc.sk.ca](http://www.sktc.sk.ca).

### ***FIRE: Fairness, Integrity, Respect, Excellence***

### THE POSITION

As a subject matter expert, the Emergency Response Planning Coordinator (ERPC) is responsible for the development and implementation of resilience management initiatives for the Saskatoon Tribal Council and the seven member First Nations. Under the direction of the Authority of the Saskatoon Tribal Council (STC) and supervision of the Environmental Public Health Program Manager, the ERPC will work across a spectrum of activities in areas of security, business continuity and emergency management.

### RESPONSIBILITIES

The ERPC works with the whole of STC and the seven member First Nations (including schools, health centres, daycares, etc) to:

- develop, implement and maintain a comprehensive program to monitor and report on emergency preparedness and response issues;
- develop and assist with the implementation and ongoing evaluation of all hazard emergency response plans (ERP's), fire safety plans, Business Continuity Plans (BCP's) and Drinking Water Emergency Plans
- coordinate with other agencies that are named as essential stakeholders or responsible players in the ERPs/BCPs
- develop, update, implement, review and practice Facility Emergency Response Plans, Pandemic Plans and Occupational Health and Safety operational standards related to Accreditation;
- facilitate, organize and provide training related to emergency preparedness and response; and increase the awareness and concern for emergency planning;
- provide security reviews and recommendations when requested;
- exercise and test emergency response and business continuity plans; and
- assist with developing up to date emergency response policies
- review currently available emergency response training material and assisting in the development of appropriate material when it is lacking;
- develop, maintain and distribute a supply of appropriate emergency preparedness educational material to the STC First Nations and STC employees;
- provide information to Fire Departments, communities and community members on the FireSmart Program including program training opportunities, risk reduction and mitigation.
- review current technical literature and reports and maintaining a library of reference material on emergency preparedness and response;
- when required, respond to assist with emergency management or business continuity situations; and
- assist with promotion activities and school activities to ensure emergency response principles are taught and related to other areas of holistic health

The ERPC requires knowledge and experience in emergency management, business continuity and security management.

## QUALIFICATIONS

- Should have a relevant diploma or degree in Emergency Management or possess equivalent work experience, training and education. Must also have a minimum of 3 - 5 years of pertinent, proven field experience.
- Must have business continuity experience or certificate
- Experience in security management is considered an asset
- Occupational Health and Safety training is considered an asset
- Familiarity with Saskatchewan Public Safety Agency operations is considered an asset
- Familiarity and ability to work with the Incident Command System is considered an asset
- Excellent verbal and written communication skills and demonstrated organizational skills, with an emphasis on collaborative problem solving;
- Able to work under pressure, independently, and in a team environment and with flexible hours as workload demands
- High level of confidentiality, personal and professional integrity
- Proficient with computers, i.e. Microsoft Office 2010, Word, Excel, PowerPoint and Outlook
- Experience working with a First Nations organization and familiarity with First Nations culture, history and governance is considered an asset
- Knowledge of the political, social and economic objectives of the Saskatoon Tribal Council and of the Dakota, Cree, and Saulteaux cultures will be considered an asset;
- Must provide a current Canadian Criminal Record Check (CPIC);
- Must possess a valid Saskatchewan driver's license, a reliable vehicle and meet STC's insurance requirements;
- Must be willing to travel extensively, work flexible hours, evenings and weekends, and to perform other related duties as required or assigned

## Application Process

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**Job posting closes 4:30 pm Wednesday July 22, 2020. To apply, please submit your resume, cover letter along with three (3) references to:**

**Apply online, please visit us at  
[www.sktc.sk.ca](http://www.sktc.sk.ca)  
Employment Opportunities**

**Resumes  
Saskatoon Tribal Council  
c/o Human Resources  
Suite 200-335 Packham Avenue  
Saskatoon SK S7N 4S1  
Fax: (306) 244-1097  
Email: [stchr@sktc.sk.ca](mailto:stchr@sktc.sk.ca)**

**No telephone calls please. Saskatoon Tribal Council appreciates the interest of all applicants, however, only those selected for an interview will be contacted.**

Internal postings are open to qualified band members of Kinistin Saulteaux Nation, Mistawasis Nehiyawak, Muskeg Lake Cree Nation, Muskoday First Nation, One Arrow First Nation, Whitecap Dakota First Nation, Yellow Quill First Nation or eligible current employees of the Saskatoon Tribal Council.