



Career Opportunity
Emergency Management/OH&S Coordinator
(1 year term)

Closing:

Thursday April 25, 2024

Anticipated Start Date:

June 18, 2024

(earlier start date may be available)

General Description:

Under the direction of the Director of Operations, this position will be responsible for supporting the overall delivery of the Emergency Management (EM) crisis response program for implementing, and maintaining a comprehensive Occupational Health & Safety program for Sipekne'katik First Nation.

Responsibilities:

This role requires the employee to complete (if not already completed) the NSCC Occupational Health and Safety program. Sipekne'katik First Nation will work in collaboration with the employee, school and Band to provide every opportunity to success in both the course and role.

Health and Safety Role

- Develop, implement and monitor the Sipekne'katik band's OH&S program that including policies, processes, incident reporting procedures and standardized forms.
- Remain current with legislation and provide interpretation and support in implementing initiatives or programs to meet and/or exceed minimum standards.
- Conduct regular safety audits and inspections; develop tracking systems to determine any trends or
- Investigate and report on all workplace injuries, accidents and/or near-misses.
- Work closely with all staff to support the WCB process and its requirements.
- Produce reports based on the Quarterly and Annual Safety Inspections of all departments and buildings.
- Provide education and coordinate training for staff as it pertains to the OH&S Legislation, Policies, Guidelines and expectations.
- Coordinate monthly Joint Occupation Health and Safety (JOHS) Meetings; develop a Terms of Reference, encourage active participation and chair the committee.
- Collaborate with departments to identify strategies to reduce risk.
- Provide guidance and support to Department Managers regarding their OH&S responsibilities.
- Respond to Department of Labour requests and inquiries in collaboration with applicable departments.
- Other duties as reasonably required or assigned by Directors; may include but not limited to report/memo writing, presentations, and/or special projects.

Emergency Management Role

- Work in collaboration with the Emergency Management subject matter expert/department staff to coordinate, organize and communicate crisis response briefings during a crisis for Sipekne'katik First Nation.



- Attend EMO Committee meetings regularly with updates.
- Increase community capacity as it pertains to Emergency Management Planning by coordinating staff training events such as Incident Command System 100, 200, 300 and Emergency Response.
- Update EM plans (Departments, All Hazards, Pandemic, Health Emergency, etc.) into an integrated emergency management plan.
- Facilitate education sessions/workshops and drills to ensure individuals and groups are well-equipped to handle various emergencies.
- Conduct threat, risk, and vulnerability assessments to mitigate risks. This includes performing environmental scans for food security/safety, warming shelters, back-up generators, demographics (address the vulnerable population's needs).
- Build strong and collaborative partnerships with federal, provincial, municipal, NGO (e.g. Red Cross) and other First Nations Communities.
- Analyze information, make appropriate recommendations, and provide advice in preparation of and during an emergency event/crisis, e.g. natural disaster, severe weather, health-related events.

This work description has been designed to indicate the general nature and level of work performance by employees in this classification/ It is not defined to contained or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Qualifications and Experience/Skills:

- Post secondary education in OH&S/management or a related field and/or related EM/OH&S experience considered an asset
- Willingness to upgrade; the successful applicant will be enrolled in *Occupational Health & Safety program* offered by the Nova Scotia Community College
- Experience interpreting and implementing legislation, policy and/or procedure as it relates to OH&S and/or EMO Services.
- Experience writing reports and presenting materials to partners, boards and/or government officials.
- Experience working with or in departments/organizations who have high-risk and/or hazardous operations; housing, warehousing, machining, constructions or other industries similar to that.
- Proficient with Email and Microsoft Office (Word, PowerPoint, Excel).
- Experience working in a First Nations Community is preferred.
- Must have a valid driver's license & reliable vehicle with automobile insurance.
- A criminal records check is required.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email employmentapplication@sipeknekatik.ca

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. **Only those applicants who qualify for an interview will be contacted.***