



HIAWATHA FIRST NATION EMPLOYMENT OPPORTUNITY

Position Title: Emergency Management Planner Contract

Posting Type: Internal/External

Location: Hiawatha, ON

Duration: Term until March 29, 2019

Posting Closes/Deadline: February 14, 2019 @ 11:59 p.m.

Tentative Interview Date: 18-22, 2019

Contract: \$7500 is total amount of contract, including expenses

About Us:

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 638 registered citizens with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth. Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

Position Summary:

The Emergency Management Planner (EMP) will review and update Hiawatha First Nation's current Emergency Management Plan. The EMP will also be responsible for identifying and scheduling required training in relation to Emergency Preparedness including a table-top exercise that includes the set-up of an incident command centre. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Main Responsibilities:

- Reviewing the current Emergency Management Plan and identifying where things need to be revised, this includes, but is not limited to: personnel, facilities, equipment, procedures and communications for operating;
- Updating and revising the current Emergency Management Plan, including all areas listed in 1.0 (a);
- Identifying required training and who requires said training;
- Organizing the training identified, including which agencies can supply the training within allocated budget and coordinating all aspects of training, which include, but are not limited to, venue, meals, materials, etc.
- Coordinating a table-top training exercise which includes the set-up of a command system.
- Monitoring and working within allocated budget;
- Ensuring that all invoices are paid in a timely manner and in accordance with HFN policies;
- Providing reporting to Manager or other parties as directed by Manager or designate;
- Ensuring that the plan is properly and completely documented for future use;
- Ensuring that communication is done throughout the project with all applicable parties;
- Ensuring that all files are maintained and up to date;
- Ensuring that the plan conforms to all relevant legislation and codes for an Emergency Management Plan in a First Nation;
- Working in a positive manner with all stakeholders involved in Emergency Preparedness in Hiawatha.
- Promoting the vision, mission and values of Hiawatha First Nation

We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.

Requirements:

- Graduate of an Emergency Management program preferred;
- Minimum two years of proven and successful related experience; in a First Nations setting preferred; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Must provide a satisfactory CPIC and VSS
- Valid Driver's License and own vehicle

Knowledge, Skills and Abilities:

- Experience with computer programs (i.e. Microsoft Office, email and internet, etc.)
- Experience with budget and financial management
- Experience in project management
- Excellent liaison and networking skills
- Demonstrated knowledge of legislation, codes, requirements and government agencies in the area of Emergency Preparedness
- Knowledge of the community and available resources
- Well developed interpersonal, public relations and relationship building skills
- Excellent communication (oral, electronic and written)
- Excellent organizational, time and file management skills, contract must be completed with all deliverables no later than March 29, 2019
- Will be required to work from home, with HFN meeting space and office space when required
- Exhibits a high degree of initiative and self-direction
- Must be analytical with strong attention to detail and able to meet deadlines and complete projects
- Proactive problem solver with excellent conflict resolution skills

Behavioural Competencies:

- Must be an empathetic and non-judgemental person
- Must maintain strict confidentiality
- Be honest, respectful and trustworthy
- Be a team player
- Possess cultural awareness and sensitivity
- Be creative and flexible
- Detail oriented with demonstrated sound work ethic
- Proven ability to work with people of diverse education, cultural and language backgrounds

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your **resume, cover letter and proposal to achieve work within deadline and budget** via mail, email, fax or in person to:

By Mail: Hiawatha First Nation
123 Paudash Street
Hiawatha, ON
K9J 0E6
ATTN: Kelly Maracle, HRO

By email: hr@hiawathafn.ca
By fax: 705-295-4424

For more information about us, please check out our website www.hiawathafirstnation.com

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*
- *Internal postings are for current staff and citizens of Hiawatha, Internal/External postings will give preference to internal applicants first*