



**Délne Got'ne
Government**
Our People. Our Future. Our Délne.



Job Description

Local Emergency Management Coordinator



PURPOSE OF THE POSITION:

The Local Emergency Management Coordinator is responsible for leading the implementation of the *Déljné Community Emergency Plan* and ongoing delivery of Emergency Management Programming and activities, working with the community of Déljné on improving emergency preparedness, public education through public emergency awareness campaigns, working as part of the emergency response team during emergencies and providing support and coordination of recovery activities to the citizens of Déljné. The manager requires liaison and coordination with federal and territorial departments, regional staff and community government and is an integral part of maintaining the required community residents and Déljné Got'jné Government to deal with emergencies and disasters.

SCOPE:

Located in Déljné and reporting to the Chief Operating Officer, the Local Emergency Management Coordinator supports the Déljné K'aowádó Kə and Local Emergency Management Organization (LEMO) to develop and implement *Déljné Community Emergency Plan* and establish other measures in respect of emergency management and ensure the obligations and responsibilities under the Emergency Management Act are fully met. The position provides program delivery of emergency management activities including prevention/mitigation, preparedness, response, and recovery programming.

The *Community Emergency Plan (CEP)* establishes a system designed to prepare for and manage emergencies within the community of Déljné and ensures the safety and security of residents. The CEP details the functions, duties, and powers of the Déljné Got'jné Government in relation to emergency mitigation, preparedness, response, and recovery. The CEP establishes a Local Emergency Management Organization (LEMO) and a community planning committee, and during major emergencies, provides authority to the Déljné K'aowádó Kə for the use of extraordinary powers under a state of emergency.

DUTIES AND RESPONSIBILITIES:

1. Coordination and Management of Local EMO in accordance with duties set out in the Community Emergency Plan.
 - Arranging for regular Local EMO Meetings
 - Arranging training for the Local EMO
 - Arranging for annual updating and validation of the community Emergency Plan
 - Submitting the updated Community Emergency Plan to the Head of the EMO Annually.
 - Developing and implementing public awareness and education activities
 - Chairing the planning and operational Activities of the Local EMO
 - Submitting request for assistance to the Regional EMO where necessary
 - Ensuring good public Communication for Community Residents
 - Working with the Regional EMO and MACA Regional Staff throughout emergency management activities, and
 - Leading all LEMO Activities.



2. Facilitating the Development and approval of the Community Emergency Plan
 - Schedule a Meeting or Workshop with the Délíne K'aowadó Kə and Chief Executive Officer to identify membership for the local Emergency Organization (LEMO)
 - Schedule a meeting the proposed LEMO members and confirm membership. Add additional members to the LEMO as required.
 - Hold a meeting with your LEMO member to conduct a Hazard Analysis Risk Assessment (HIRA) to identify the greatest threats.
3. Coordination and delivery of preparedness programming.
 - Developing and updating the community Emergency Plan annually as required by the Emergency Management Act.
 - Practicing and making improvements to the Community Emergency Plan via tabletop or live exercise.
 - Issuing public awareness and communications materials to residents ahead of high-risk periods
 - Monitoring current or imminent risk conditions.
4. Coordination and delivery of prevention and mitigation programming..
 - Investigating mitigation options for top hazards identified in the Community Emergency Plan.
 - Preparing for and mitigating against know hazards.
 - If appropriate the assistant the Local EMO will make recommendations to the DKK as to the approaches the community government should be taking to better understand and/or mitigate against hazards.
5. Coordination and delivery of emergency response programming.
 - Notifying MACA (via the MACA Regional Superintendent or the emergency lice) of an emergency event or imminent emergency event.
 - Determining and conducting appropriate responses in line with the Community Emergency Plan.
 - Notifying the public of the emergency and keeping them informed throughout an emergency.
 - Requesting support from the GNWT or other partners if required; and
 - Ongoing communication with other government officials as required.
6. Coordination and delivery of emergency recover programming.
 - Assessment of safety and essential services prior to allowing access to the disaster zone
 - Keeping the public notified throughout evacuation period and notifying once it is safe to return to home.
 - Ongoing communication with community government and territorial government officials as required.
7. Perform other related duties as required



KNOWLEDGE, SKILLS AND ABILITIES

- Solid Knowledge of emergency management principles and practices;
- Knowledge of financial management reporting, budgeting, and forecasting;
- Understanding of the DGG Financial Procedures and Policies;
- Strong analytical and organizational skills;
- Strong verbal and written communication skills;
- Advanced computer skills in word processing, spreadsheets, and presentation software, as well as internet and electronic communication;
- Knowledge of northern local government and regional challenges and conditions; and
- Excellent research skills

EDUCATION & EXPERIENCE:

- Post-secondary degree in Emergency Management
- 2 years experience in a supervisory capacity
- 2-5 years experience working with a First Nation Organizations or Government
- Equivalencies will be considered

WORKING CONDITIONS

Physical Demands

The incumbent spends the majority of time seated at a desk/computer. Lengthy telephone conversations and teleconferences requiring attentive listening and decisive responses are a daily occurrence. Travel may be required both during and outside of the normal workday by aircraft and by vehicle. Meetings are often scheduled at night or on weekends and may involve travel within the NWT territory and elsewhere. [Walking on uneven surfaces may be required when visiting emergency sites. May be required to wear personal protective equipment \(i.e. safety vests, protective footwear, safety glasses, and hard hats\) when visiting emergency sites.](#)

Environmental Conditions

The incumbent travels by motor vehicle between board communities and/or Yellowknife and by aircraft to the more remote communities and elsewhere. Travel on the land, possibly in adverse weather conditions, and participating in camps or other traditional events will be required periodically. Travel by road and aircraft occurs during all seasons when at times weather conditions are poor. Driving in bad weather requires alertness. Duty travel involves absences from the office and from home. Unforeseen weather conditions may disrupt work plans and home life. Extreme cold weather when support response operations or visiting emergency sites.



Sensory Demands

Extensive parts of each day involve working on a computer and viewing a monitor screen. Typically, the incumbent spends several hours at a time reading printed material to obtain information, with frequent interruptions. Telephone use is also extensive. Must listen to conversation, either in person or by telephone, to judge meaning, comprehension and intention, and must carefully observe the speaker's non-verbal communications to judge emotional state, acceptance and understanding. High concentration during emergency response is required to capture relevant detail and avoid distraction. A heightened sense of awareness is required to ensure personal safety when visiting emergency sites.

Mental Demands

The incumbent may require the to work extended hours in a crises management role and interact with resident who have been impacted by emergencies or disasters and have experienced personal loss. A high degree of sensitivity, professionalism, and culture understanding may be required to support response and recovery activities. The incumbent is on call occasionally and when on call must be available to respond to emergency management issues and response activities.

ADDITIONAL REQUIREMENTS

Pre-employment Screening

- criminal records check required
- Vulnerable Sector Check

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

To Apply:

Please send a cover letter and your resume to:

Cyre Yukon
Chief Operating Officer
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