



EMPLOYMENT OPPORTUNITY

Scw'xmx Child and Family Services Society (SCFSS) is family-centered and guided by nle?kepmx and syilx traditional knowledge and principles. SCFSS utilizes prevention and protection strategies with the collective goal to keep children with their families and communities. SCFSS recognizes historical challenges and is guided by traditional strength and wisdom to build family and community capacity in a monumental shift from protection to prevention.

As an Indigenous organization serving the nle?kepmx and syilx communities, SCFSS prioritizes the hiring of nle?kepmx and syilx community members. Following community member priority and pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry.

EMERGENCY SERVICES COORDINATOR

Status: Full-time | Permanent
Hours: 35 hours per week | 8:30 - 4:30 | Monday – Friday
Wage: Starting wage commensurate with experience | Range: \$32.25 - \$40.95
Benefits: Comprehensive Benefits Package | Public Service Pension Plan
Location: Merritt, BC

POSITION SUMMARY

Reporting to the Operations Team Leader, the Emergency Services Coordinator works closely with our six (6) communities to support and build community capacity for emergency services and support. The Emergency Services Coordinator is responsible for supporting the planning, development, and delivery of emergency support services in mitigation, prevention, preparedness, response, and recovery from environmental emergencies, disasters, and crises in our communities. The Emergency Services Coordinator works closely with our community representatives, government and community agencies, and other professionals to provide requested support and services in emergencies and crises as determined by each of the communities we serve. The Emergency Services Coordinator will implement and ensure consistent application of Occupational Health and Safety measures. The Emergency Services Coordinator utilizes a high level of judgment, professionalism, and sensitivity in dealing with clients, staff, and communities we serve, building trusting relationships and partnerships.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Responsible for the delivery of emergency support services in mitigation, prevention, preparedness, response, and recovery from environmental emergencies, disasters, and crises in our communities
- Provides education on environmental emergencies, disasters, crises, and emergency management and planning
- Implements evacuation and safety plans with individuals and groups accessing services
- Collaborate and coordinate services with community resources; increase collaborations between community agencies/entities in proactive efforts for emergency preparedness



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- Oversee the facilitation of community and staff education/training sessions for emergency preparedness, prevention, mitigation, response, recovery, and occupational health and safety
 - Anticipate, investigate, record, assess, and resolve health and safety related concerns and complaints
 - Inspect all aspects of the workplace and working conditions to ensure that equipment, materials, and processes do not present a health or safety hazard to employees or to the public
 - Implement routine consultation with Resident Elders for services and programming support
 - Ensure practices are culturally safe, reflective of intergenerational impacts, and trauma-informed practice in alignment with syilx and nłeʔkepmx culture and traditions
 - Ensure regular reporting requirements are met to the Operations Team Leader
 - Develop, monitor, and update an annual Personal Development Plan aligned with SCFSS's strategic priorities in the Strategic Plan
 - Integrate the nłeʔkepmx Framework of Practice and the syilx Child and Family Plan in emergency support services
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SUPERVISION RECEIVED

- Regular consultation and review with the Operations Team Leader
 - Annual Performance Evaluation and work plan review with the Operations Team Leader
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JOB REQUIREMENTS

- Clear Criminal Record check prior to the first day of work
 - Clear Ministry of Child and Family Development Prior Contact Check prior to the first day of work
 - Valid Class 5 BC driver's license without restrictions
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EDUCATION & EXPERIENCE

- Education in Emergency Management, Community Services, Occupational Health and Safety, Human Services, or relevant field of study. A combination of education, experience, and training will be considered.
 - Minimum two years of experience in the emergency management and Occupational Health and Safety support sectors
 - Experience working with Indigenous children, young people, families, and communities
 - Demonstrated knowledge of nłeʔkepmx and syilx cultural practices and protocols
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EMERGENCY SERVICES COORDINATOR

MINIMUM REQUIRED COMPETENCIES

- Indigenous Knowledge: working knowledge or willingness to learn nłeʔkepmx and syilx culture and language; sensitivity to the historical and systemic impacts on Indigenous families and communities from intergenerational trauma due to colonialism, residential school history, the sixties scoop, and association with the child welfare system; familiarity with community, regional, and provincial emergency support services; comprehensive understanding of local Indigenous cultural and traditional approaches to be used in emergency management coordination with Western standards
- Critical Thinking: analytical, methodical, fact-based decision-making, creative problem solving, and considers different perspectives
- Communication: facilitation and presentation skills of programs, workshops, events, critical incident debriefs, and prevention strategies; ability to provide and deliver culturally appropriate support and services to children, young people, and adults in our six (6) communities who experience challenges due to disasters, death, or other crises
- Motivation: self-motivated, can motivate others effectively, high productivity
- Time Management: organized, prioritizes tasks, manages deadlines, delegates responsibilities, and coordinates simultaneous tasks to accomplish goals
- Conflict Resolution: anticipates, diffuses, and resolves disagreements, confrontations, tensions, and complaints; possess the ability to work in crises and de-escalate situations effectively; fosters a positive and cohesive work environment
- Technology: intermediate level proficiency in Microsoft Office and other IT platforms for word processing, statistics, databases, reports, and spreadsheets

APPLY NOW

- Apply now on our website [[click here to apply](#)]
- Complete the application form on our website, attach your cover letter and resume
- We thank all candidates for their interest, but only those selected for screening will be contacted