



EMPLOYMENT OPPORTUNITY

Scw'xmx Child and Family Services Society (SCFSS) is family-centered and guided by n̄eʔkepmx 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.

EMERGENCY SERVICES COORDINATOR

Status: Full-time | Term (one-year contract with opportunity for extension)
Hours: 35 hours per week | 8:30 - 4:30 | Monday - Friday
Wage: Starting salary commensurate with experience
Benefits: Comprehensive Benefits Package | Public Service Pension Plan
Location: Merritt, BC

POSITION OVERVIEW

Reporting to the Emergency Services Manager, 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 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
- 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 n̄eʔkepmx culture and traditions



EMERGENCY SERVICES COORDINATOR

- Ensure regular reporting requirements are met to the Emergency Services Manager, funding bodies, and appropriate agencies to produce appropriate documentation
- Develop, monitor, and update an annual Personal Development Plan aligned with SCFSS's strategic priorities in the Strategic Plan
- Integrate the nłe?kepmx Framework of Practice and the syilx Child and Family Plan in emergency support services

SUPERVISION RECEIVED

- Regular consultation and review with the Emergency Services Manager
- Annual Performance Evaluation and work plan review with the Emergency Services Manager

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

EDUCATION & EXPERIENCE

- Education in Emergency Management, Community Services, Human Services, or relevant field of study. A combination of education, experience, and training will be considered.
SCFSS is committed to building community capacity by offering training opportunities to community members who are hired in this position.
- Minimum two years of experience in the emergency management and/or fire services support sector
- Experience working with Indigenous children, young people, families, and communities
- Demonstrated knowledge of nłe?kepmx and syilx cultural practices and protocols

CORE COMPETENCIES

- 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
- Familiarity with community, regional, and provincial emergency support services
- Ability to mentor and coach individuals and groups in emergency services
- Applied skills in planning, developing, coordinating, and facilitating programs, workshops, events, critical incident debriefs, and prevention strategies
- Comprehensive understanding of local Indigenous cultural and traditional approaches to be used in emergency management coordination with Western standards
- Possess the ability to work in crises and de-escalate situations effectively
- Ability to maintain confidentiality, diplomacy, and objectivity when communicating and interacting with children, families, colleagues, leaders, and communities



EMERGENCY SERVICES COORDINATOR

- Intermediate level proficiency in Microsoft Office and other IT platforms for word processing, statistics, databases, reports, and spreadsheets
 - Effective time management skills, strong professional boundaries, and quick and efficient problem-solving skills
 - Sensitivity to the historical and systemic impacts on Indigenous families and communities and promote healing from intergenerational trauma due to colonialism, residential school history, the sixties scoop, and association with the child welfare system
 - Knowledge of the traditional practices and teachings of the syilx and n̓eʔkepmx culture and communities
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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
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry