



KEE TAS KEE NOW TRIBAL COUNCIL
PO BOX 120, ATIKAMEG AB, TOG 0C0

Employment Opportunity

The KEE TAS KEE NOW TRIBAL COUNCIL is currently hiring **One** full-time **Emergency Services Coordinators** to join our team. The successful candidates will be a key member of the Emergency Services team, working with the Emergency Services Director and engaging with the five-member Nations of the Kee Tas Kee Now Tribal Council to improve community safety and security through mitigation and prevention, preparedness, response, and recovery. There will be one Emergency Coordinator chosen for each member Nation of Whitefish Lake First Nation, Woodland Cree First Nation, Lubicon Lake Band, Loon River First Nation and Peerless Trout First Nation. ***This current position is open to Woodland Cree First Nation Members***

The successful candidate must be able to work the occasional evening and weekend shift if needed and must be open to participating in any required training and will also be required to be on 24/7 on-call during Wildfire and Flood seasons

Key* Responsibilities

- Engage with their local communities to support in all aspects of Emergency Management.
- Work with their local communities to identify their priorities and work collaboratively with partners to implement solutions;
- Participate in the Regional Emergency Management meetings and deliverables. Kee Tas Kee Now Tribal Council is working on a trilateral agreement between the Province of AB, Indigenous Services Canada and Kee Tas Kee Now Tribal Council
- Engage with external partners, government officials, stakeholders and the public;
- Establish, develop and maintain relationships with Municipal & Regional District Emergency Management sector Provincial entities;
- Capacity building and community development – work with education/employment coordinator to schedule and register community members/contractors for training and employment opportunities;
- Assist in training for the Emergency Operations including; firefighting, Incident Command, first response and other emergency response training courses;
- Assist in developing both a wildfire and structural fire response training plan to build capacity within communities;
- Community Education – Personal and community preparedness;
- Assist in the development of an Emergency planning at the Nation level that supports each of the member Nations;
- Assist in Emergency Plan revisions and updating, including coordinating community emergency teams;
- Assist in developing emergency preparedness response and capacity;
- Determine volunteer/employee training needs as necessary and develop, implement, and monitor a training plan;
- Write proposals to seek funding for emergency preparedness activities.
- Assist Emergency Partners during response activities (at the community's invitation) through engaging with the Kee Tas Kee Now Tribal Council Communities and community members during emergencies;
- Other duties as required



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Skills and Abilities

- Must be self-directed, motivated and have the initiative and ability to identify strategic business issues and develop effective solutions
- Excellent leadership skills to motivate and mentor staff in a dynamic environment
- Excellent organizational skills with the ability to manage a variety of projects simultaneously, and meet tight deadlines
- Excellent interpersonal and communication skills demonstrating political acumen when dealing with different stakeholder groups

Qualifications

- experience in Emergency Services or a related field along with experience in a leadership/supervisory capacity or being willing to train to the appropriate levels
- background and experience in incident command, emergency management planning, emergency communication systems and occupational health/safety policies and systems or being willing to train to the appropriate levels
- Knowledge of Incident Command System, Federal, Provincial and Municipal legislation related to emergency services, community safety and emergency communications or being willing to train to the appropriate levels

You will have:

- Excellent written and oral communication skills;
- Ability to work with minimum supervision;
- Ability to work well as a team member;
- Good organization skills;
- Proficient computer skills;
- Ability to understand/speak Cree is an asset;
- Must provide a clear RCMP Police Information Check;
- Must obtain a Child Intervention Check
- MUST have Valid class 5 Driver's License, air endorsement would be preferred

Interested applicants should email cover letter and resume to jason.wigton@ktcadmin.ca

Deadline for Applications is 4:00 pm October 20th, 2023