



## **REGIONAL PREPAREDNESS AND RESPONSE SPECIALIST Competition 22-03**

### **FNESS is currently inviting applicants for the position (multiple positions): Regional Preparedness and Response Specialist**

The First Nations' Emergency Services Society of British Columbia (FNESS) is a not-for-profit organization, as well as a registered charity, under the governance of a First Nation Board of Directors. FNESS assists BC First Nations in developing and sustaining safer, healthier and thriving communities. Our programs focus on Awareness, Preparedness, Mitigation and Recovery.

FNESS is looking for qualified energetic individuals to work with our Emergency Preparedness and Response Division.

#### **DUTIES AND RESPONSIBILITIES (include, but are not limited to)**

- Work with First Nation communities, stakeholders, NGO's and local governments on Emergency Preparedness Planning regionally.
- Assist communities with updating or creating Emergency Response plans and toolkits.
- Assist communities with preparation of training plans relevant to their Emergency Plans and Operations.
- Create tabletop exercises for communities.
- Assist communities with Hazard, Risk and Vulnerability Analysis (HRVA) annually.
- Assist communities with funding applications.
- Develop rotational travel plans to the communities in your region to keep plans and training up to date.
- Prepare response plans to each of your communities that meets the Level of Services Standards set out by FNESS.
- Assist Nations with recovery planning – workshops, in community support during recovery planning and management.
- Participate in regular training relevant to the job.
- Prepare annual workplans with the Manager.
- Assist with annual budgets.
- Perform other Preparedness and Response Specialist duties and responsibilities as required, and as directed by the Preparedness and Response Manager.

#### **EDUCATION/TRAINING/EXPERIENCE**

- Grade 12 education.
- Certificate in Emergency Management. Combination of training and experience will be considered.
- 2 – 3 years' experience in a supervisory role.
- Experience using computer systems and proficient with Microsoft Office programs.

## **PREFERRED QUALIFICATIONS**

- Diploma or Degree in Emergency Management.

We are looking for the right fit to support the Preparedness and Response Division. The successful candidate must possess a valid Class 5 BC driver's license, a clear current criminal record check (vulnerable section) and will be required to supply a current driver's abstract. Wage and title will be dependent on education and experience in the field.

*Preference may be given to individuals who self-identify as being of Indigenous ancestry.*

Position will remain open until a successful candidate is found to join the team.

**TERMS:** Full Time Employment Agreement

**LOCATION:** Remote Work

**HOURS OF WORK:** Monday to Friday 8:00 a.m. – 4:00 p.m.

**Deadline for receiving applications is:** Will remain open until filled. Only successful candidates will be contacted.

**Please forward a current resume and cover letter to:** [HR@fness.bc.ca](mailto:HR@fness.bc.ca)

Attn: Corporate Services Manager

First Nations' Emergency Services Society

102-70 Orwell Street

North Vancouver, BC, V7J 3R5

Email: [HR@fness.bc.ca](mailto:HR@fness.bc.ca)

Fax: 604.669.9832