

Ts'kw'aylaxw First Nation

is seeking applicants for the position of a Community Safety Officer to oversee the emergency preparedness and emergency plan as it relates to preparing, responding to emergencies and disasters that impact our community and training initiatives related to emergency preparedness.

Community Safety Officer

Position summary

To provide leadership and management of Ts'kw'aylaxw emergency preparedness and emergency plan to ensure community safety during emergency and disaster events.

The Community Safety Officer is responsible for overseeing all aspects of community emergency preparedness, responding to emergencies and disasters that impact our communities, engaging community members in our Emergency Plan, review and update our Emergency Plan, coordinate emergency training required by community members, coordinate with other organizations and levels of government regarding planning, preparing, and implementing action plans during an emergency.

Duties & Responsibilities (include, but not limited to)

- perform the Community Safety Officer role for Ts'kw'aylaxw First Nation.
- Review and manage the Emergency Plan developed by Ts'kw'aylaxw.
- Provide leadership to Ts'kw'aylaxw community members during emergency and disaster situations.
- Maintain well documented records of incidents related to emergency and disaster situations.
- Participate in shared group call/zoom arrangements in response to emergencies or disasters, and manage or assist in managing incidents either verbally or in person (on the ground/site of emergency or disaster with safety as priority).
- Provide leadership to Ts'kw'aylaxw community members and other response teams when necessary when preparing to respond to an emergency or disaster and during the emergency and disaster.
- Coordinate training of community volunteers to ensure operational competency, appropriate qualifications for tasks undertaken to respond to emergencies and disasters.
- Be prepared to participate in relevant training to respond to emergencies and disasters.
- Coordinate with First Nations' Emergency Service Society and Lillooet Tribal Council Emergency Management Coordinator in promoting training and delivering workshops for community on emergency management, fire prevention services, and responding to emergencies and disasters.
- Develop and distribute to Ts'kw'aylaxw community members an Emergency Plan in booklet form for handy reference for members to refer to and understand the process when preparing for an emergency and during an emergency.

- Plan and organize community engagement sessions for Ts'kw'aylaxw community members to participate in understanding the Emergency Plan.

Qualifications, Knowledge, Skills, Experience

- Experience, knowledge in emergency management or related discipline and relevant experience in emergency management.
- High school completion and some post secondary education is an asset.
- Experience in fire/emergency/disaster service industry and experience with dealing with government and other organizations as they relate to emergency and disaster services.
- Competency in leadership, management, record keeping, excellent verbal and written communication skills, organizational skills, conflict resolution skills, problem solving skills, and team leadership skills.
- Computer proficiency including Microsoft Word, Excel, email, and internet applications.
- Experience with working with First Nations communities and service organizations.
- Cultural awareness of First Nations communities as it relates to delivery of emergency and disaster service programs.
- Develop and maintain a level of trust, integrity and professionalism with our community and clients and organizations our community jointly works with to address emergency and disaster situations.

Accountabilities

- Have a valid driver's license.
- Have the ability to travel and use of reliable vehicle.
- Submit a current criminal record check.
- Provide three references.
- 35 hour work week
- Starting wage \$24 per hour

Submit applications to:

Via email: Reception@tskwaylaxw.com

(Attention: Community Safety Officer Position)

Via mail: Ts'kw'aylaxw First Nation

35100 Hwy 99 N.

P.O. Box 2200

Lillooet, BC V0K 1V0

Drop off at the Ts'kw'aylaxw First Nation office front desk.

Posted until filled.