

**Internal / External
22-55**

Position:	EMERGENCY MANAGEMENT COORDINATOR	Number of Positions:	1
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Classification:	FULL-TIME	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Department:	ENVIRONMENTAL HEALTH		Program:	EMERGENCY MANAGEMENT
Location:	BARRIE		Anticipated Date of Hire:	AUGUST 22, 2022
Salary Range:	\$47.94 – \$53.69 HOURLY		Posting Date:	JULY 20, 2022
Criminal Record Check:	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Purpose of Position:

To provide leadership, consultation and coordination for emergency management programming including prevention, mitigation, planning, preparedness, response and recovery, to health unit staff. This includes establishing and maintaining networks with municipal and agency emergency management personnel to ensure the roles and responsibilities of Public Health is clearly understood and integrated into their planning and response.

See Emergency Management Coordinator position description for further details of the Emergency Management Coordinator role.

Responsibilities:

Lead and support Agency's emergency management program planning, implementation and evaluation, focusing on the five components of emergency management (mitigation, prevention, preparedness, response and recovery);

Liaise with municipalities with respect to emergency management planning;

Liaise with community agencies to share public health role and expertise;

Provide leadership to the Senior Public Health Inspector team;

Research related to emergency management trends and legislation;

Functions as an integral part of a 24/7 emergency response team;

Contribute to team and agency effectiveness.

Specific knowledge, skills, abilities:

- Advanced knowledge, including experience related to the application of federal and provincial emergency management legislation;
- Advanced and up-to-date knowledge of components of emergency management including emergency management models;

- Advanced emergency planning and evaluation skills, including needs and risk assessment, continuity and recovery planning;
- Advanced knowledge and experience in risk assessment, risk management and risk communication
- Advanced decision-making skills;
- Advanced oral and written communication skills;
- Advanced interpersonal communication skills including strong negotiation, collaboration and facilitation skills;
- Intermediate understanding of community emergency management and control structures, and incident management systems;
- Intermediate organization and time management skills, priority setting skills, flexibility;
- Intermediate knowledge & understanding of geographic, demographic and political characteristics of Simcoe County and Muskoka District, including community emergency management programs;
- Intermediate computer skills in Microsoft Word, Excel, PowerPoint, Outlook;
- Diplomacy and political astuteness;
- Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district;
- Able to work independently within established parameters and to function effectively as a member of a team with colleagues and community partners.

Education:

- Baccalaureate Degree with preparation in public health, or equivalent, AND certification as a Public Health Inspector in Canada.

Related Experience:

- 3-5 year's relevant experience, including emergency planning & implementation.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

- Previous Public Health On-Call Experience.
- IMS Series training with a certificate of completion;
- Basic emergency management training with a certificate of completion;
- Leadership role experience at Agency, Community or Provincial level.

Deadline: 4:00 pm, WEDNESDAY, AUGUST 03, 2022

This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **22-55** in the subject line

For internal SMDHU applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #**22-55** in the subject line. Your formal application consists of submitting both an up-to-date résumé and a separate cover letter outlining how you meet the requirements and qualifications of this position. Please ensure you indicate in your application that you have the requirements and qualifications listed for this position otherwise it will be deemed you do not have them.

For External Applicants Only:

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **22-55** in the subject line.

Due to the large volume of applications we receive, and to ensure your application is given due consideration, we kindly request all applications for this position include both an up-to-date resume, and a detailed cover letter including specific examples of how you meet the required qualifications and skills for this position. The cover letter is to clearly identify:

- a. How your education meets the educational requirements listed.
- b. How your experience meets the experience requirements listed.
- c. How your experience meets each of the required knowledge, skills and abilities listed.
- d. How your education and/or experience meet each of the listed assets, which are considered preferences.

Applicants who fail to satisfactorily provide the information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

Full COVID-19 vaccination is an essential requirement of the job. Full vaccination is defined as having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series) and having received the final dose of the COVID-19 vaccine at least 14 days ago. SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.