

North East Regional Emergency Planning Committee

Regional Emergency Management Coordinator

The North East Regional Emergency Planning (NEREP) Committee is currently accepting applications for the position of Regional Emergency Management Coordinator.

The NEREP has overall responsibility for disaster preparedness for the members of the North East Regional Emergency Planning Committee (currently the Village of Aylsham, Village of Codette, Village of Zenon Park, Nipawin Regional Park & Rural Municipality of Nipawin No. 487).

The primary functions of this position are disaster response planning, building relationships with other organizations having a disaster response role, and advising and informing elected officials, staff and the public with regard to disaster preparedness.

The preferred candidate will have:

- ✓ Experience in disaster response, hazard assessments and risk analysis
- ✓ The ability to create and maintain a budget and regulate expenditures
- ✓ Exceptional inter-personal and communication skills
- ✓ The ability to work both independently and within a team-based environment

Interested candidates are encouraged to forward their resume by 4:00 p.m. on Friday 11 October 2019 in confidence to:

NEREP Committee
c/o Nathalie Hipkins
Box 250
Codette SK S0E 0P0
rm487@sasktel.net

We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.

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Position Description

Overview

The Regional Emergency Management Coordinator (REMC) has overall responsibility for disaster preparedness for the members of the North East Regional Planning Committee (currently Village of Aylsham, Village of Codette, Village of Zenon Park, Nipawin Regional Park & Rural Municipality of Nipawin No. 487). The primary functions of this position are disaster response planning, building relationships with other organizations, having a disaster response role, and advising and informing elected officials, staff and the public with regard to disaster preparedness.

The REMC will report to the NEREP Committee.

Responsibilities

- ✓ Responsible for developing and maintaining an emergency response plan for the NEREP area, meeting mandated requirements as set out in the *Emergency Planning Act*, municipal bylaws and any other applicable legislation.
- ✓ Advise councils and staff respecting emergency management issues and the region's state of emergency preparedness.
- ✓ Conduct emergency management activities as directed by the NEREP committee.
- ✓ Ensure the Emergency Operations Centres (EOC) are prepared for use.
- ✓ Facilitate, design and conduct emergency exercises.
- ✓ Conduct hazard assessments and risk analysis.
- ✓ Increase public awareness through education for emergency preparedness.
- ✓ Develop and maintain an inventor list of resources available for response.
- ✓ Promote and maintain MOUs with other jurisdictions for a collaborative response to disasters.
- ✓ In the event of an emergency within the NEREP area, the REMC will ensure a prompt, coordinated response of relevant volunteer organizations and specialist response teams, and will follow Municipality's/Regional Park's established protocols and procedures.