



**Meadow Lake Tribal Council  
8003 Flying Dust Reserve  
Meadow Lake, SK S9X 1T8**

**Phone: (306) 236-5654  
Fax: (306) 236-6301**

## **Emergency Response Coordinator** **Employment Opportunity**

*MLTC was created by nine First Nations located in north-west Saskatchewan who have constitutionally recognized aboriginal rights and Treaty Rights under Treaties #6, #8 and #10. The primary purpose of MLTC is to serve those First Nations in their aspirations for cultural, economic and political autonomy. As a private sector employer engaged primarily in promoting and serving the interests of the member First Nations, MLTC asserts its right to provide preferential treatment to First Nations people, giving them priority in decisions on employment matters such as hiring, and this can extend to measures such as opening competitions only to First Nations people.*

- *This competition is open to all applicants; and*
- *Preference will be given to qualified First Nations applicants or other Indigenous applicants who self-declare as being a First Nations person or of other Indigenous ancestry;*

The Meadow Lake Tribal Council Health is now accepting applications for one (1) dynamic, highly motivated individual to fill the full-time, permanent position of the Emergency Response Coordinator. The Emergency Response Coordinator will play a critical role in planning, organizing, and executing emergency response initiatives amongst member First Nations. The primary purpose of this position will be to assist the MLTC ER Plan Coordinator with the implementation and ongoing evaluation of community all hazard emergency response plans; and increase the awareness and concern for emergency planning amongst member First Nations. This position will also oversee a flood hazard identification and mapping project to prepare for future emergencies.

### **Duties (include but not limited to):**

- Assessing the emergency response needs of each First Nation; ensuring all MLFNs have developed and can implement upon need their respective up to date Community All Hazard Emergency Response Plans (ERPs);
- Coordinating flood mapping project initiatives through community engagement and facilitate the exchange of knowledge between Indigenous communities and scientific practices related to flood mapping.
- Developing in consultation with each First Nation a comprehensive fire and flood protection response strategy based on each First Nation's needs and priorities;
- Scheduling work to meet the goals of the project and each First Nation's comprehensive work plan and adjusting that schedule when emergencies or special needs arise;
- Assisting with training opportunities related to emergency response and fire protection

### **Areas of Responsibility include:**

- Project Planning and Coordination
- Emergency Response Strategy
- Team Leadership and Training
- Resource Management
- Communication and Reporting

## **QUALIFICATIONS/ SKILLS/ABILITIES:**

### *Minimum*

- 2 or more years' relevant experience.

### *Preferred*

- Diploma or Degree in Emergency Response, Public Health, Project Management, or other relevant discipline.

### *Other*

- Be familiar with and understand First Nation barriers/issues/culture/governance.
- Knowledge of First Nations Emergency Management protocols; Disaster Management, Risk Mitigation measures.
- Excellent verbal and written communication skills and demonstrated organizational skills, with an emphasis on collaborative problem solving;
- Instructor training in firefighting or other relevant training is an asset.
- Willingness to travel extensively, sometimes with last minute notification, and possession of a valid driver's license.
- Ability to speak Cree and/or Dene will be considered an asset.

**Interested applicants are invited to submit:** A letter of application, resume stating qualifications, related work experience, copies of credentials, current RCMP Security Clearance/Vulnerable Sector Check, copy of valid driver's license, and three (3) current professional *supervisory* references to:

**Human Resource Department  
8003 Flying Dust Reserve  
MEADOW LAKE, SK S9X 1T8  
Email: [hrdepartment@mltc.net](mailto:hrdepartment@mltc.net)  
Phone: (306) 236-5654 Fax: (306) 236-6301**

For more information on position requirements, please contact Yolanda Ducharme, Environmental Health Officer, at (306) 236-5817. Also, please visit our website at [www.mltc.net](http://www.mltc.net).

**Deadline: October 18, 2024**

*MLTC sincerely appreciates and thanks all individuals for their applications, however, only those selected for an interview will be contacted.*