

## ST. JOHN COUNCIL FOR ONTARIO

### POSITION DESCRIPTION

**POSITION TITLE:** Assistant Provincial Emergency Management Coordinator (volunteer)

**ACCOUNTABLE TO:** Provincial Emergency Management Coordinator

#### GENERAL SCOPE OF THE POSITION:

The Assistant Provincial Emergency Management Coordinator is responsible for ensuring that St. John Ambulance, as a whole, is prepared to, and capable of, providing community service in time of emergency or disaster.

#### SPECIFIC RESPONSIBILITIES:

- a. Act as the principal advisor to the Provincial Emergency Management Coordinator on all matters relating to emergency planning, preparedness, and operations.
- b. Assist in the development, maintenance, and exercising provincial emergency preparedness and operational plans.
- c. Facilitate the development and maintenance of regional and local emergency preparedness and operational plans through a forum of open dialogue with Regional Community Service Coordinators and Branches/Community Services Units.
- d. Liaise in conjunction with the Provincial Emergency Management Coordinator with provincial government departments responsible for emergency planning, preparedness, and operations.
- e. As part of the Provincial Emergency Management Team, deliver orientation presentations and training material at the local level.
- f. Liaise in conjunction with the Provincial Emergency Management Coordinator with other non-governmental organizations and agencies responsible for relief efforts during emergency situations.
- g. Liaise with the Provincial Training Officer to ensure that provincial standards are developed and maintained with respect to emergency planning, preparedness, and operations training.

**SPECIFIC RESPONSIBILITIES: (CONTINUED)**

- h. Co-represent the Provincial Commissioner at meetings of government and non-governmental departments, organizations, and agencies with respect to emergency planning, preparedness, and operations.
- i. Undertake other responsibilities as assigned from time to time by the Provincial Emergency Management Coordinator.

**SKILLS AND EXPERIENCE:**

- a. Basic Emergency Management Course completion and related training.
- b. Excellent planning and organizational skills.
- c. Well developed oral and written communications skills.
- d. Strong interpersonal skills.
- e. Thorough knowledge and national perspective of all aspects of St. John Ambulance Community Services including: medical, nursing, training, youth, community service, administration, and planning.
- f. Proficient in the use of computer database, word processing, and electronic mail programmes.
- g. Working knowledge of provincial government legislation and policies with respect to emergency planning, preparedness, and operations.
- h. Personal (24/7) facsimile and electronic mail capabilities as well as (24/7) cellular telephone availability are an asset.

**APPROXIMATE ANNUAL TIME DEMANDS:**

A minimum of twelve days per year for meetings and conferences. Many of these days (but not all) will include weekends and may require travel to various locations across Ontario. Time required for project development, correspondence, and other organizational functions.

In the event of an actual emergency, time will be required to coordinate Community Services operations. This time will, most likely, not occur during normal business hours and may require extended periods dedicated to Community Services relief efforts. In addition, attendance at a Community Services or provincial government department/agency Emergency Operations Centre may be required.

