



St. John Ambulance

Council for Ontario

ROLE DESCRIPTION

ROLE: Local Emergency Management Coordinator

REPORTS TO: Branch Chair

RESPONSIVE TO: District Emergency Management Coordinator

GENERAL SCOPE OF THE ROLE:

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

SPECIFIC RESPONSIBILITIES:

- a. Act as the principal advisor to the Branch on all matters relating to emergency planning, preparedness, and operations.
- b. Coordinate the development, maintenance, and exercising of local St. John Ambulance emergency preparedness and operational plans.
- c. Facilitate the development and maintenance of local emergency preparedness and operational plans through open dialogue with all Branch volunteers and staff.
- d. Liaise in conjunction with the District Emergency Management Coordinator with local government departments responsible for emergency planning, preparedness, and operations.
- e. Liaise in conjunction with the District Emergency Management Coordinator with other non-governmental organizations and agencies responsible for relief efforts during emergency situations.
- f. Liaise with Community Services Units (CSUs) to ensure that training standards are developed and maintained with respect to emergency planning, preparedness, and operations.

- g. Attend meetings of government and non-governmental departments, organizations, and agencies with respect to emergency planning, preparedness, and operations.
- h. Actively participate in District/Branch/CSU Emergency Management working groups.
- i. Undertake other responsibilities as assigned from time to time.

SKILLS AND EXPERIENCE:

- a. Excellent planning and organizational skills.
- b. Well developed oral and written communications skills.
- c. Strong interpersonal skills.
- d. Thorough knowledge of all aspects of St. John Ambulance including commercial and charitable operations.
- e. Proficient in the use of current information technology.
- f. Working knowledge of local government legislation and policies with respect to emergency planning, preparedness, and operations.
- g. 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 12 days per year for meetings and development. Many of these days will include weekends and may require travel. Time required for project development, correspondence, and other organizational functions.

In the event of an actual emergency, time will be required to assist with the coordination of St. John Ambulance's emergency operations. This time will, most likely, not occur during normal business hours and may require extended periods.