

ST. JOHN COUNCIL FOR ONTARIO

POSITION DESCRIPTION

POSITION TITLE: District Emergency Management Coordinator

ACCOUNTABLE TO: District Commissioner

RESPONSIVE TO: Provincial Emergency Management Coordinator

GENERAL SCOPE OF THE POSITION:

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

SPECIFIC RESPONSIBILITIES:

- a. Act as the principal advisor to the District Management Team on all matters relating to emergency planning, preparedness, and operations.
- b. Develop, maintain, and exercise district 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 Branches/Community Services Units.
- d. Be the lead senior (District Community Services) facilitator during the actual deployment, on a district basis, of Community Services personnel, materiel, and/or other organisational assets.
- e. Liaise in conjunction with the Provincial Emergency Management Coordinator with regional government departments responsible for emergency planning, preparedness, and operations.
- 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 District Training Officer to ensure that district standards are developed and maintained with respect to emergency planning, preparedness, and operations training.

SPECIFIC RESPONSIBILITIES: (CONTINUED)

- h. Co-represent the District Commissioner at meetings of government and non-governmental departments, organizations, and agencies with respect to emergency planning, preparedness, and operations.
- i. Actively participate in a Provincial/District Emergency Management team committee.
- j. Undertake other responsibilities as assigned from time to time by the District Commissioner.

SKILLS AND EXPERIENCE:

- a. Excellent planning and organizational skills.
- b. Well-developed oral and written communications skills.
- c. Strong interpersonal skills.
- d. Thorough knowledge and regional perspective of all aspects of St. John Ambulance Community Services including: training, youth, community service, administration, and planning.
- e. Proficient in the use of computer database, word processing, and electronic mail programmes.
- f. Working knowledge of provincial 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 twelve days per year for meetings and conferences. Many of these days (but not all) 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 coordinate St. John Ambulance 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 regional government department/agency Emergency Operations Centre may be required.