



DOCFS EMPLOYMENT OPPORTUNITY

EMERGENCY PREPAREDNESS AND RESPONSE/ HEALTH AND SAFETY COORDINATOR

Forest Hills Administration Office

Dakota Ojibway Child and Family Services requires Emergency Preparedness and Response/Health and Safety Coordinator to over see our Urban and Community Offices. EPRHS Coordinator will be responsible for maintaining the emergency response plan and all related sub-protocols. Designing and delivering training, awareness and exercise/training for all offices within the agency to ensure continual improvement of emergency preparedness and response and health and safety. Reports to Human Resource Coordinator.

Applicants must meet the following criteria:

- Certificates or training in emergency planning, emergency preparedness and health and safety training
- Excellent project management and strong analytical and organizational skills including demonstrated experience executing emergency management response and programs.
- Excellent organizational, interpersonal and communication skills
- Have a valid driver's license & access to a vehicle
- Excellent work record/history
- Demonstrated knowledge and respect for the Dakota and Ojibway cultures and traditional philosophies
- Ability to speak Dakota and/or Ojibway a definite asset

Salary commensurate with education and experience. All applicants must submit with their application a current Criminal Record Check (with Vulnerable Section Query), Prior Contact Check, and Child Abuse Registry Check. Interested parties should apply in writing including three written references to:

Dakota Ojibway Child & Family Services Inc.
Forest Hills Administrative Office
Swan Lake First Nation
Box 310 Carberry, MB R0K 0H0
Attention: Human Resource Coordinator
Phone: 204-834-2323 Fax: 204-834-2306
Email: hr@docfs.org
APPLICATION DEADLINE: June 1, 2022 (4:30 PM)

We thank all who apply, however, only those selected for an interview will be contacted. Preference will be given to Indigenous people and applicants are asked to self-declare in their resume or cover letter.