



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations

CAREER OPPORTUNITY

Director of Safety & Emergency Management (DSEM)

The Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations (KCFNs) are a progressive, forward-thinking, First Nations Treaty Government. We are growing and seek a career-minded, dedicated, hands-on, professional to assume the role of *Director of Safety & Emergency Management Services* (DSEM). Reporting to the Chief Administrative Officer (CAO), the DSEM is typically responsible for the overall management/leadership, direction, planning, delivery and administration of the **Safety & Emergency Management Services Dept.** Working out of the Campbell River or Kyuquot offices, you will be part of a top-notch team of Directors. You will oversee program managers who supervise line staff. This exciting role comes with a competitive salary, great benefits, generous pension, and time off to achieve work-life balance! If you're a motivated individual with a passion in enforcement & emergency management, we'd love to hear from you!

What you'll do:

- Direct overall responsibility/oversight of community health (physical & mental), social development, & family services programs
- Creates & develops annual budgets & strategic plans for all programs falling under Community Services Dept.
- Ensures all departmental programs' services are properly delivered & within approved budgets
- Ensures that all reporting requirements are accurate & completed on or before due dates
- Partners with HR Manager on employee-related issues (ie recruiting, hiring, terminations, performance management, succession planning, training, professional development, pay & compensation) and seeks advice, counsel & support when needed or required
- Oversees the process of grant monies & funding supports needed to support & grow each program under Community Services
- Fosters a collaborative, supportive culture for employees
- Liaises/works with a number of outside gov't agencies (DFO, RCMP, Coast Guard, & others)
- Leads a culture of safety & safe work practices consistent with WorkSafe standards

Our ideal candidate:

Education

- Bachelor's degree in emergency management, justice, leadership, public health, social sciences, social work – *asset*

- Coursework/professional development in leadership/management/supervision, social development, communications, report & proposal writing, public health, conflict management, First Nations studies, public presentations, report writing, budget creation – *assets*

Experience

- Several yrs. senior-level experience in a community services role – *strong asset*
- Several yrs. senior-level experience with direct responsibility overseeing multiple, diverse programs under one Dept. – *strong asset*
- Exceptionally strong leadership/management, communication, relationship-building, interpersonal, & conflict resolution skills – *required*
- Experience working with First Nations organizations in a remote setting – *asset*
- Several yrs. experience managing budgets, creating/developing policies, & funding proposals
- Demonstrated history supporting, developing, & mentoring employees

Other

- Acceptable “enhanced” *Police Information Check*
- May be Commissioned by Attorney General to take affidavits, stat decs, oaths/affirmations
- May be required to undertake enforcement & emergency management training
- Violence & Harassment Prevention Training (or willing to obtain)
- Travel in to & from Kyuquot with overnight stays

**** This competition is open to applicants who are legally entitled to work in Canada****

CLOSING DATE & TIME: Open until filled

START DATE: ASAP

STATUS: Permanent, Full-Time

DATE POSTED: April 12, 2023

COMPENSATION: Competitive + group benefits (health, insurance, pension)

TO APPLY: E-mail cover letter & resume to *Dwayne Worthing, HR Manager*, at hrmanager@tiicma.com citing “DSEM” in the subject heading of your e-mail.

In accordance with s.42 of the BC Human Rights Code, preference may be given to Indigenous applicants.

We thank all those who apply, however only those shortlisted will be contacted for interviews.