



**Meadow Lake Tribal Council
8003 Flying Dust Reserve
Meadow Lake, SK S9X 1T8**

**Phone: (306)236-5654
Fax: (306)236-6301**

Emergency Response Plan Coordinator Employment Opportunity

The MLTC Health & Social Development Department is seeking a highly motivated individual to fill a full-time position as the Emergency Response Plan Coordinator (ERPC).

This individual develops, implements and maintains a comprehensive program to monitor and report on emergency preparedness and response issues amongst member First Nations; works with member First Nations and other concerned parties to develop, test and assist with the implementation and ongoing evaluation of community all hazard emergency response plans; and increases the awareness and concern for emergency planning amongst member First Nations.

Position Requirements:

- The ERPC must have a relevant diploma or degree with a minimum of 2 years of relevant experience.
- Experience working with First Nations organizations and familiarity with First Nations culture, history and governance is considered a valuable asset.
- Excellent verbal and written communication skills and demonstrated organizational skills, with an emphasis on collaborative problem solving.
- Instructor training in First Aide/CPR and/or First Responders is an asset.
- Proficient with computers, i.e. Microsoft Office 2010, Word, Excel, PowerPoint and Outlook.
- Willingness to travel extensively and possession of a valid Class 5 driver's license.
- Able to work under pressure, independently, and within a team environment.
- High level of confidentiality, personal and professional integrity.

Interested applicants are invited to submit: A letter of application; resume stating qualifications and employment history; copies of credentials; current RCMP Security Clearance/Vulnerable Sector Check; a copy of valid driver's license; and a list of three (3) current supervisory references to:

**Human Resource Department
8003 Flying Dust Reserve
MEADOW LAKE, SK S9X 1T8
Email: hrdepartment@mltc.net
Phone: (306) 236-5654 Fax: (306) 236-6301**

For more information, please contact Yolanda Ducharme, Senior Environmental Health Officer @ (306) 236-5817 or refer to the MLTC website @ mltc.net.

Deadline: Friday, November 30, 2018

*MLTC sincerely appreciates and thanks all individuals for their applications,
however, only those selected for an interview will be contacted.*