



EMERGENCY MANAGEMENT VOLUNTEER POSITION AVAILABLE

The Village of Mannville is seeking applications for the volunteer position of

Emergency Social Services (ESS) Director

Emergency Social Services personnel help people that have been uprooted from their homes during a disaster. Evacuees often face a great deal of uncertainty and need compassion and support from their communities. Emergency Social Services personnel help ensure a community's response is meeting both the physical and emotional needs of evacuees.

This position requires an individual proficient in time management with the ability to remain flexible and adaptable in stressful situations. The successful individual must have excellent administrative and interpersonal skills. Volunteer duties will include the following:

- Ongoing oversight and maintenance of the *Emergency Social Services Plan* and assisting with its integration into the Village of Mannville's Emergency Plan, to meet Provincial legislative requirements.
- Attending and participating in the Village of Mannville's *Emergency Management Advisory Committee*.
- Attending *Emergency Management Interagency Meetings*
- Has overall responsibility for the local ESS team
- Works with other key response groups in the Emergency Coordination Centre (ECC) as ESS Unit Leader (Operations Section)
- Supports the Reception Centre Manager in the smooth running of the Reception Centre
- Must be willing to complete mandatory training courses within three months of successful appointment,
- Experience in Reception Centre Operations is a definite plus.

Special consideration will be given to those applicants who have completed the following:

- Basic Emergency Management
- Incident Command Systems (ICS) 100
- Emergency Social Services courses

Interested applicants should forward their expressions of interest and background information by E-mail, in person, or by mail, on or before **August 16, 2019**,

To: Jill McLuckie
Director of Emergency Management, Village of Mannville
jmcluckie@mannville.ca

For further information, you may call me directly at 780 763-6495 or 780 259-0209.