



# Nooaitch Indian Band

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*Our Vision is a healthy and economically successful community that respects our traditional culture and values*

## Job Opportunity

### **Nooaitch Recovery/Resiliency Center Manager**

Employment Type: Contract/Temporary Full Time (75% Recovery, 25% Resiliency)

Anticipated Start Date: January 2018

Anticipated End Date: up to 9-month term

Schedule Hours: Will vary; Non-normal shifts may be required in rare circumstance

Location: Nooaitch Indian Band (NIB)

Reports to Nooaitch Indian Band Assistant Band Manager

#### **Recovery Job Overview (75%):**

The Nooaitch Recovery Manager plays a major role in leading the infrastructure recovery support to individuals and the community in a disaster. As a First Nations representative, the position will guide community support services through the establishment and operations of a Recovery Center and oversees the implementation of the Nooaitch Recovery Plan. Further, this position plays a key role in developing partners and overseeing the building of new homes and escarpment stabilization from flooding and erosion. The position works closely with community organizations/agencies, small & medium-sized businesses, and other local government officials to establish effective, coordinated and collaborative relationships to deliver services to affected communities and individuals throughout the recovery process.

#### **Resiliency Job Overview (25%):**

The Nooaitch Resiliency Center Manager plays a major role in leading the social recovery support to individuals and the community in a disaster. This position guides community support services through the establishment and operations of the Resiliency Center and oversees the implementation of services to provide cultural, emotional and mental wellness supports. The position works closely with community members, organizations, agencies and other local government officials to establish effective, coordinated and collaborative relationships to deliver services to affected communities and individuals throughout the recovery process.

#### **Skills, Knowledge or Abilities Related to the Recovery:**

- Has training in and understanding of support needs for individuals who have been through traumatic situations, including those directly and indirectly affected by a flooding, and emergency responders at all levels; Program Management start-up and implementation experience;
- Demonstrated knowledge of potential housing opportunities for on-reserve jurisdiction, concepts of traditional land holdings, and how to navigate through this to access and build houses;
- Experience working with, or on, boards of community non-profit organizations in order to better understand how they fit into the larger community support scenario;
- Must have intermediate to advanced skills in Microsoft Office programs including Word, Excel, Outlook and PowerPoint.

#### **Key Responsibilities of the Recovery:**

Nooaitch Recovery Resiliency Center Mgr.

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- Implements the Nooaitch Recovery Plan and ensures there are clear processes in place to support Nooaitch membership throughout their personal recovery process;
- Collects information from clients, provincial ministries, businesses and community organizations, other local government staff and/or subject matter experts to ensure disaster recovery specific information is coordinated and validated;
- Communicates decisions to Nooaitch Chief and Council, local provincial and federal government staff, senior management for all organizations, and others to update community recovery priorities;
- Works collaboratively with the Disaster Financial Assistance (DFA) program representatives and has a good understanding of DFA in order to recognize potential opportunities for those who may be eligible and provide clarity for those who may be ineligible (i.e. due to insurable losses such as fire);
- Works collaboratively with the Federal National Disaster Mitigation Program;
- Builds relationships internally with Nlaka'pamux First Nations (Coldwater, Lower Nicola, Upper Nicola, Shackan) and with key external stakeholders and community services to establish a common operation picture and collaborative recovery process;
- Shares information to mitigate any concerns or challenges arising from recovery operations and shares with Nlaka'pamux First Nations, local provincial and federal government, community organizations, not for-profit organizations and Nooaitch membership;
- Provides regular and timely operational reports inclusive of daily situation reports, operational data and relevant statistics, as appropriate;
- Contributes to a healthy and safe working environment;
- Determines and plans for the standing down of recovery operations, including Recovery Center in conjunction with other relevant partners.
- Works closely with knowledgeable Nooaitch Emergency Operations Centre (EOC) staff, and Nooaitch staff in Finance, Housing, Natural Resources, Operations and Health (SCHSS);
- Helps facilitate community meetings for Nooaitch membership.

### **Other Responsibilities of Recovery:**

- Works with contractors (civil engineers, geo technical engineers, structural engineers) to facilitate positive outcomes for new houses;
- Creates targeted presentation materials to address various stakeholder groups;
- Securing and managing the services of architects, engineers and builders as may be appropriate to develop detailed site plans, building and unit design plans, infrastructure needs and cost estimates associated with each component;
- Review, comment and approve construction documents from all design professionals;
- Supervision necessary to assure that some work is completed by community residents;
- Supervise the process of obtaining competitive bids for general contracting or individual trade work as needed;
- Main contact person for General Contractor on large projects, including attendance of progress meetings;
- Maintains knowledge of all contractors/companies on site at any given time and what they are working on;
- Inspects and reviews projects to monitor for quality control and compliance with building and safety codes and other regulations;
- Establishes and maintains effective working relationships with the appropriate funding agencies, the homeowner, contractors and community residents;
- Tracks all projects to ensure that each stays within their established budget and schedule.

### **Skills, Knowledge or Abilities Related To the Resiliency:**

- Experience in community engagement and restoration and protection of community services;

- Has training in and understanding of support needs for individuals who have been through traumatic situations, including those directly and indirectly affected by a community disaster, and emergency responders at all levels;
- Cultural awareness and understanding of Nlaka'pamux cultural healing processes and protocols;
- Has training or understanding of how the current mental health system works in regards to expediting any available assistance, short or long term, for those affected by a disaster;
- Being a lateral thinker as required, in finding solutions to help the community with unique needs;
- Experience in building, developing and maintaining successful relationships with public/private organizations and partnerships;
- Knowledge of Emergency Social Services;
- Experience in recognizing and finding the potential partnering opportunities between groups, individuals and businesses in a community to successfully create and complete projects of benefit;
- Being able to focus on the need at hand while at the same time understanding the larger picture and how one fits within the other.

### **Key Responsibilities of Resiliency:**

- Listening, understanding, responding;
- Provides oversight and management of all aspects of resiliency to support Nooaitch staff, volunteers and agencies;
- Works with Emergency Social Services (ESS) Teams, Scw'exmx Community Health Services Society (SCHSS), Canadian Red Cross (CRC), First Nations Health Authority (FNHA), Emergency Management BC (EMBC) and other Non-Government Organizations (NGOs);
- Identifies the unique needs of Nooaitch, coordinates the ongoing management of activities and addresses issues as they arise;
- Contributes to a healthy and safe working environment;
- Assists in connecting community members with support programs and agencies, such as Red Cross;
- Connects residents with services to provide cultural, emotional and mental wellness supports (councillors, registered massage therapy, etc.);
- Maintains communications with community members, both in person and via social media, to keep them informed on events that may be happening, when and what services are available, etc.;
- Provide services to evacuated community members until they are able to return home;
- Ensures community members needs are being met, within the confines of the rules and regulations put forth by EMBC, Red Cross, FNHA, NIB and other supporting agencies; Determines and plans for the standing down of resiliency operations,
- Helps facilitate community meetings and schedules other agencies attendance.

### **To apply:**

To apply for this position, please email your resume, along with a cover letter outlining your experience as it pertains to the job posting, to [Shawn@nooaitch.com](mailto:Shawn@nooaitch.com) with the subject line "Nooaitch Recovery/Resiliency Center Manager". We look forward to hearing from you!

**Closing Date: Open until the position is filled.**