

## Director - Emergency Support Services

### Volunteer Position- Part Time

#### Emergency Support Services (ESS)

ESS provides temporary services including food, clothing, and shelter to preserve the emotional and physical well-being of individuals and families displaced by an emergency. Displaced people may be residents of the local community or request may be made to host evacuees from an outside community. Services may be provided on site, for a small-scale event, or a designated facility referred to as a Reception Centre for larger responses.

ESS generally assists for the initial 72 hours following a disaster or evacuation, but EMBC may authorize assistance beyond the standard 72 hours in extreme cases.

The ESS team is overseen by the ESS Director and is comprised of volunteers that bring to the program a variety of skills, interests and knowledge of the communities they service and a genuine desire to help those in need.

The goal of ESS is to help people begin to re-establish themselves as quickly as possible after an emergency or disaster. The three key functions of ESS are:

- Help people meet their immediate basic needs during and immediately after a disaster.
- Reunite families separated by disaster.
- Provide clients with accurate and up-to-date information.

#### Core Function of the ESS Director

The Emergency Social Services Director (ESSD) is responsible for the planning, development, implementation, and management of an ESS program and volunteers to enable the community to respond quickly and effectively in providing essential services to evacuees and responders affected by an emergency or disaster.

The job involves:

- Managing the program's day-to-day business
- Managing the ESS team (including recruitment, training, retention, and recognition)
- Developing and maintaining, in cooperation with the Emergency Program Coordinator (EPC), the community's ESS plan.
- Bringing issues requiring direction to the attention of the EPC
- Supervising the work of various ESS sub committees
- Coordinating the delivery of ESS during a response

The ESSD reports directly to the District's Emergency Program Coordinator and works closely with EMBC, other regional communities and various organizations and programs (e.g. Neighborhood Emergency Preparedness Program, Canadian Red Cross, St. John Ambulance) to ensure an effective and efficient ESS program.

The ESS Director position is a volunteer position which is compensated with a monthly stipend.

#### **How to Apply**

At the District of Kitimat, we are committed to recruiting a diverse workforce that represents the community we serve, *establishing an inclusive, equitable, and accessible environment for all.*

Indigenous applicants, people of colour, all genders, LGBTQ+ and persons with disabilities are encouraged to apply. *If you require accommodation during the recruitment process, please email us at [tbossence@kitimat.ca](mailto:tbossence@kitimat.ca)* and we will work with you on arranging an accommodation where possible that is suitable for your abilities.

To apply for this position, please submit a detailed resume and cover letter to [tbossence@kitimat.ca](mailto:tbossence@kitimat.ca). Position will remain open until filled.

We thank all applicants for their interest and advise that only those to be interviewed will be contacted.