



## Missanabie Cree Business LP

553 Queen Street East  
Sault Ste. Marie, Ontario  
P6A 2A9  
(705) 575-2188

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<b>JOB TITLE</b>	: Health Emergency Management (HEM) Coordinator
<b>JOB TYPE</b>	: 6 month contract (with potential for extension)
<b>SALARY</b>	: \$50 - \$58.00 per hour
<b>POSTING CLOSURES</b>	: Open until filled

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### **POSITION SUMMARY:**

Missanabie Cree Business Limited Partnership (MCBLP) is seeking a Health Emergency Management (HEM) Coordinator to support the development and oversight of health-related emergency management programming within its emergency shelter operations.

This role will play a key function in policy development, health planning, and operational coordination while working closely with the Incident Emergency Operations Centre (IEOC) structure and supporting ISN Maskwa Inc. during emergency deployments as required.

The HEM Coordinator will contribute to strengthening the emergency response capabilities of First Nations across all phases of the emergency management cycle.

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### **KEY RESPONSIBILITIES:**

#### **Policy Development & Program Oversight**

- Lead and support the development of health emergency management policies, procedures, and protocols for MCBLP emergency shelter operations
- Ensure alignment with all-hazards emergency management frameworks and applicable legislation
- Provide oversight of health service delivery standards within emergency shelter environments

#### **Mitigation & Preparedness**

- Conduct health risk assessments and support development of emergency health planning tools
- Assist in building community and organizational preparedness capacity, including training and exercises
- Support development of crisis response tools and psychosocial support frameworks
  - Emergency shelter management
  - Mental Health First Aid and related programming

#### **Response & Operational Support**

- Support activation and coordination of Emergency Operations Centres (EOC/IEOC)
- Provide health coordination support during evacuations and emergency shelter operations
- Assist with:
  - Vulnerable population identification



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- Health service coordination
- Logistics and resource allocation
- Liaise with First Nation leadership, health providers, and government agencies

### **Recovery & Continuity**

- Support communities and MCBLP in post-emergency recovery planning
  - Ensure continuity of care and appropriate coordination of health-related services
  - Assist with documentation, reporting, and funding alignment for recovery activities
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### **QUALIFICATIONS:**

- Post-secondary education or equivalent experience in health, emergency management, or social services
- Experience in emergency management, health coordination, or crisis response environments
- Knowledge of First Nation communities, health systems, and cultural practices
- Demonstrated ability to work within an Incident Management System (IMS)
- Strong organizational, communication, and coordination skills
- Ability to work on-call, extended, and irregular hours during emergencies

### **Preferred Assets**

- Experience supporting evacuations or emergency shelter operations
  - Training in:
    - IMS / Emergency Management
    - Mental Health & Psychosocial Support
    - Threat/Risk Assessments
  - Indigenous cultural competency and experience working with First Nation leadership and communities
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### **WORKING CONDITIONS:**

- Combination of office, field, and emergency deployment environments
  - Travel maybe required to emergency shelter sites and partner communities
  - May involve high-pressure situations during active emergency responses
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### **HOW TO APPLY:**

Interested candidates are invited to submit their cover letter and resume, along with three references, by email to Ma Cristina Awa-aw at [ea\\_mcbbc@missanabiecree.com](mailto:ea_mcbbc@missanabiecree.com).

Subject Line: Senior Accountant – (Your Name)