

## JOB POSTING # CUPE 25.21

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**Position:** Emergency Planner

**Status:** Permanent Full Time

**Employee Group:** CUPE Local 4700

**Salary:** \$46.08 per hour, less \$1.00 for first six months

**Division:** Health and Social Services

**Department:** Quality, Planning, Accountability and Performance

**Reports To:** Manager, Planning and Evaluation

**Location:** Simcoe

**Posting Period:** May 28, 2021 – until position is filled

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### How to Apply:

Follow the link below for the application process:

<https://apply.workable.com/j/A5708F4982>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be uploaded as 1 file.

### Basic Function:

- To take the lead in the development and maintenance of the emergency response plan specific to the responsibility of the Health and Social Services Division.
- To provide research and analysis for the planning, design, development, and evaluation of public health emergencies and community emergencies requiring the delivery of emergency social services, programs, services, communication campaigns and policies as described in the Ontario Public Health Standards (OPHS), Municipal Act and other related legislation.
- To liaise and consult with the Management team, program staff and other relevant community stakeholders in planning, developing, implementing, and evaluating emergency preparedness activities to meet the mandate as set out in

the OPHS and related legislation.

- Responsible for the development of policies and procedures, consultation, education and coordination of activities related to the development, improvement, monitoring and evaluation of strategies to enhance public health and social services emergency preparedness and response to public health emergencies, community emergencies requiring the delivery of emergency social services, and emerging public health issues.
- To support the development and maintenance of business continuity plans for the Health and Social Services Division.

**Knowledge and Experience:**

- Undergraduate degree in a health-related discipline, social services or environmental studies.
- A graduate degree in health administration, business administration, public administration or related health, social services or environmental studies will be considered an asset.
- Completion of IMS 100, 200 and 300
- Basic Emergency Management (BEM) Certification
- Over three years' experience in emergency planning and response and/or program planning, evaluation, and project management.
- Possession of Project Management and/or LEAN Six Sigma certification(s) will be considered an asset.

**Skills and Abilities:**

- Thorough understanding of Ontario's Emergency Management and Civil Protection Act and knowledge of other related regulations and legislations.
- Knowledge of the Ontario Public Health Standards, and municipal requirements related to the delivery of emergency social services, as well as, current issues and practices related to emergency planning and response.
- Extensive demonstrated knowledge of all hazard/risk assessment and analysis.
- Excellent interpersonal, written, and verbal communication skills, including the ability to summarize complex data into understandable, user-friendly, relevant explanations for reporting and knowledge transfer to management and staff.

- Excellent oral presentation and small group facilitation skills to lead focus group discussions.
- Effective consulting, leadership, and project management skills.
- Demonstrates flexibility and adaptability by adjusting approaches, as needed.
- Demonstrates critical thinking, effective problem solving and conflict management skills.
- Ensures accountability and high quality and accuracy of work.
- Valid Ontario driver's license and access to a reliable vehicle.
- Computer expertise in corporate standard software (Microsoft Office) and department specific software to data search and entry and to create and modify word processed documents.
- Must be aware of safe work practices as they relate to job responsibilities and work environment, and have the basic understanding of the Occupational Health and Safety Act.

**Position Description:**

- To liaise and consult with the Medical Officer of Health (MOH), the Management team and program staff in coordinating, planning, developing, implementing, and evaluating emergency preparedness activities. This will include the creation and revision of relevant policies to ensure that they are in line with current legislation.
- Develop project plans to define the steps needed to fully meet project needs and fully participate in executing the plan, coordination with consultants and contractors; review of reports and design: contract administration and ongoing review of budgets and status.
- To liaise and consult with the Director of Social Services and Housing and community partners in coordinating, planning, developing, implementing, and evaluating the delivery of emergency social services, including the provision of emergency shelter, in situations where these services are required.
- To work with the management team to develop, monitor and maintain business continuity plans for the Health and Social Services Division.
- To plan, deliver and evaluate annual emergency exercises for the Health and Social Services Division.

- To serve as liaison to and coordinates activities locally, regionally and provincially including representing the Division at various relevant tables and committees.
- To provide direction and support to other division staff as it pertains to emergency preparedness including the planning and delivery of staff training on emergency preparedness.
- Contribute to the identification and prioritization of areas for improvement within the six dimensions of quality (safe, effective, efficient, timely, person-centred and equitable).
- Engage with colleagues in a systematic approach to quality improvement, including the definition of the purpose and scope; development, testing and implementation of change ideas; and measurement of reach and impact.
- Participate in procurement documents related to projects and studies
- Identify appropriate personal protective equipment (PPE) and resources for emergencies and maintain inventory.
- Respond to operational incidents and emergencies as directed. May be required to work evenings and weekends during emergency incidents.
- May be required to attend site of emergencies.
- Prepare reports to Council as required.
- Conduct emergency preparedness training for Health and Social Services division staff.
- Other duties as assigned.

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The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.