

## **Kwanlin Dün First Nation**

A. **Position Title:** Emergency Management Coordinator

**Department:** Executive Council Office

**Supervisor:** Director of Governance

**Date:** October 2025

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B. **Job Summary:**

Reporting to the Director of Governance, the Emergency Management Coordinator (EMC) is responsible for the coordination, development and implementation of Kwanlin Dun First Nation (KDFN) emergency management and business continuity plans; the development, planning, organization, facilitation and delivery of emergency preparedness education and training programs in emergency management within the KDFN government, and assisting in the review, update, and exercising of the KDFN emergency plans.

The EMC is required to work closely with policy analysts, departmental directors, members of the Standing Committee on Legislative and Policy Development (SCLPD), and any delegate assigned by the Director of Governance. The EMC will also be required to work effectively with the Government of Canada, the Yukon Government, the City of Whitehorse, other First Nation governments and KDFN citizens.

The position directly supports the achievement of Council mandates by collaborating across the KDFN government to test and refine innovative and traditional ideas that translate directly into practical actions and measurable impacts.

C. **Main Duties:**

1. Advises on, develops, and revises KDFN emergency management plans; reviews and analyzes existing plans, policies and standard operating procedures to ensure they align with existing legislation, policies, procedures, and other related requirements; identifies potential problem areas; researches and provides options and recommendations for improvement.
2. Collaborates with KDFN government departments, the City of Whitehorse, the Yukon Government, the Government of Canada, other First Nation governments, and KDFN citizens, in developing health emergency management plans to address potential emergencies within the KDFN community, including response plans, coordination plans, mitigation and adaptation plans, notification procedures and training exercises.
3. Plans for, develops, coordinates and reviews a KDFN all-hazard emergency management risk assessment in conjunction with the Director, other KDFN departments, the City of Whitehorse, the Yukon Government, other First Nation governments, and community groups as part of the KDFN emergency management planning process to apply risk mitigations and increase both internal and external resilience.
4. Maintains a current, detailed knowledge of all hazards within the KDFN government and community; reviews emergency management and business continuity plans from KDFN program areas, and compares plans, policies, and standard operational procedures from other jurisdictions to identify areas for improvement; reviews reports generated following

emergencies, analyzes lessons learned and evidence-based practices to identify training and operational procedural needs for overall improvement of KDFN emergency plans.

5. Develops and maintains a multi-year training plan for the delivery of emergency management training throughout the KDFN government, ensuring financial, material, human resources, and time requirements are identified.
6. Identifies the developmental needs of KDFN government employees and creates both general and group training strategies and plans. Liaises with the Director, KDFN directors and personnel, and other interested parties to assess current and future training requirements and develop implementation plans. The EMC provides mentorship for KDFN staff in the areas of emergency management planning, response and recovery.
7. In the event of an emergency, the EMC becomes part of the KDFN incident management system in various leadership positions. The EMC will be dispatched to act as a liaison officer to the City of Whitehorse (COW) and/or Yukon Government's Emergency Measures Organization (EMO) to support an informed, immediate and coordinated response by the KDFN government, when required. The EMC will provide support and advice to those agencies dealing with emergencies and will ensure that required notifications are made within the KDFN community and government. The EMC will assist to ensure that local emergencies are contained as quickly and effectively as possible, while monitoring, reporting, and briefing KDFN government.
8. Coordinates KDFN emergencies, authorizes internal KDFN emergency support requests, and efficiently prepares log notes, situation reports, and written correspondence.
9. Works with CIRNAC/ISC, and the Yukon Government to strengthen KDFN's ability to host and support a community and provide culturally appropriate services if a Yukon First Nation is evacuated to Whitehorse. Act as main liaison officer for the communities to help coordinate arrival and supports while in Whitehorse.

**This job description accurately reflects the current job duties. Please note that the job duties are subject to change based on organizational needs.**

**D. Education and Experience:**

- Degree and/or experience in Emergency Management, Public Administration, or related field;
- Experience in leading teams and effectively influencing people;
- Extensive experience in understanding complex subjects and providing advice on emergency management and related policy and program initiatives;
- Strong experience in leading stakeholder and intergovernmental collaboration;
- Extensive experience researching, assessing and developing new programs, policy options and coordinating those processes;
- Experience working in a First Nation government will be considered an asset.

**Desired knowledge, skill and ability required:**

- Excellent interpersonal skills;
- Strong decision-making and problem-solving skills, especially under pressure;
- Strong detail orientation and organizational skills;
- Strong verbal and written communication skills;
- Proficient in the use of various research tools including qualitative and quantitative data gathering and analyses;

Knowledge of Kwanlin Dun First Nations agreements, the history, culture, demographics, goals, and aspirations are required for success.

#### Management and Leadership Skills:

- High capacity to ensure schedules are kept while effectively engaging diverse departments and stakeholders
- Excellent planning, organizing and time-management skills
- Strong research and analytical skills
- Solid project and time management skills (prioritize and manage multiple projects)
- Problem-solving skills (identification, research, analysis, options and recommendations)
- Strong experience leading professional and non-professional staff for effective results while building strong teams and morale

#### Personal Skills:

- Takes an objective and professional approach to work
- Ability to solve problems, analyze, conceptualize and think strategically
- Able to adapt one's style and approach to achieve various objective(s)
- Supports and encourages new ideas and approaches
- Ability to work cooperatively and collaboratively with KDFN staff (and external organizations when necessary) to achieve results
- Demonstrated sensitivity and respect of differing values, cultural backgrounds, mandates and policy positions.

#### **E. Key Personal Contacts and Nature of Contacts:**

| <u>Who</u>                                                                                                  | <u>Why</u>                                                                                                 |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| Director of Governance                                                                                      | Immediate supervisor, take direction, exchange information, budget, problem identification and resolution. |
| KDFN Occupational Health & Safety Specialist                                                                | Exchange information, collaborate on items that pertain to KDFN Government departments and buildings.      |
| Department Directors                                                                                        | Problem solving, maintaining schedules, collaborative presentation, identifying and requesting supports.   |
| Council                                                                                                     | Exchange information, provide advice, problem identification and resolution.                               |
| Executive Director, KDFN staff                                                                              | Exchange information, provide advice, budget, problem identification and resolution.                       |
| Yukon First Nations, Federal and Yukon governments (i.e. other Executive Directors, Deputy Ministers, etc.) | Exchange information.                                                                                      |
| KDFN citizens and independent contractors or emergency personnel                                            | Exchange information, engage in consultation.                                                              |

#### **F. Direction/Decision Making:**

Objectives for this position are developed in conjunction with the Director of Governance, in part through the operational and the strategic planning processes. They provide informed and approved advice and recommendations to the Executive Director, Department Directors and Chief and Council with respect to emergency management initiatives, options analyses and decision documents. These are well researched and written allowing KDFN to make well informed

decisions, which may have an impact on government policy and expenditures. The EMC is responsible for collaborating with departments and contractors and managing their own projects.

**G. Impact and Accountability:**

Recommendations made by the position impact the public profile of KDFN. The advice and information provided by this position impacts the ability of the KDFN to make sound and informed decisions. High quality analysis from the position will ensure that KDFN has a strong foundation in emergency management policies for programming and service delivery and on all related matters. Responsible for ensuring development and implementation of complex strategic planning involving multiple KDFN departments, independent contractors, First Nation Governments and Territorial Governments.

**H. Positions Supervised:**

Directly: None.

Indirectly: Applicable contractors or other emergency personnel to help coordinate the collective emergency management effort of KDFN government.

**I. Working Conditions:**

The EMC works in an office environment while reviewing, updating, and researching KDFN government's emergency response and business continuity plans. The EMC may be required to travel throughout the KDFN community in adverse weather conditions.

The EMC will be faced with regular and irregular deadlines associated with the delivery of training courses, which will occur in various indoor and outdoor locations. The delivery of training requires the lifting of material and equipment up to 25 lbs.

In the event of an emergency, the EMC will be required to deal effectively with emotional, distraught, or upset individuals, and must remain calm and professional, effectively diffusing situations and maintaining sensitivity to the rights of governments, volunteers, responders and other Yukoners.

The EMC will perform various duties in the event of an emergency. These duties will meet the demands of the emergency responders and other community stakeholders. The EMC may be exposed to unexpected hazards and must identify and assess these hazards as they are encountered.

**J. Conditions of Employment:**

All employees are expected to follow KDFN policies and guidelines in a harmonious and cooperative manner, creating a team approach in their duties for KDFN's future success. Mandatory confidentiality is a condition of employment for all staff of Kwanlin Dun First Nation, and failure to comply may result in dismissal. Signed conflict of interest and mandatory compliance with personnel/human resource policies is required.

- Satisfactory pre-employment Criminal Record Check
- Valid Driver's license & access to a personal vehicle is an asset.

Job Requirements:

This position will be required to respond to emergency calls outside of regular work hours.

**K. Position Approval:**

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. It has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

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| <p><b><u>Supervisor:</u></b> I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <p>_____<br/>Signature:</p> <p>_____<br/>Date</p> | <p><b><u>Incumbent</u></b> (where applicable): I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <p>_____<br/>Signature:</p> <p>_____<br/>Date</p>                      |
| <p><b><u>Manager, Human Resources:</u></b> (Comments)</p> <p>_____<br/>Signature:</p> <p>_____<br/>Date</p>                                                                                          | <p><b><u>Executive Director:</u></b> I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.</p> <p>_____<br/>Signature:</p> <p>_____<br/>Date</p> |