



Ashcroft Indian Band

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Community Recovery Center Manager

Employment Type	Contract/Temporary Full Time
Anticipated Start Date	September 2017
Anticipated End Date	8-month term, possibly longer if required
Schedule	Hours will vary; Non-normal shifts may be required in rare circumstance
Location	Ashcroft Indian Band
Reports to	Ashcroft Indian Band Administrator

Job Overview:

The Community 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 guides community support services through the establishment and operations of a Recovery Center and oversees the implementation of the First Nations Community Recovery Plan. Further, this position plays a key role in developing partners and overseeing the building of new homes. 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.

Skills, Knowledge or Abilities Related to the Job:

- 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; Program Management start-up and implementation experience;

- Demonstrated knowledge of potential housing opportunities and how to access them;
- 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:

- Coordinates closely with EMBC daily including Situation Reports, EAF's and routine updates on AIB's progress.
- Implements the Community Recovery Plan and ensures there are clear processes in place to support citizens 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 local government staff, senior management, 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);
- Builds relationships internally 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 local government, community organizations, not-for-profit organizations and individual citizens;
- Provides regular and timely operational reports inclusive of daily situation report, 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 other EOC staff such as finance, logistics, operations and Band Administrator;
- Helps facilitate community meetings.

Other Responsibilities

- Works with developer partners to facilitate positive outcomes for new housing developments;
- 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.

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 jodene@ashcroftband.ca, with the subject line "Community Recovery Center Manager". We look forward to hearing from you!

Closing Date: Open until the position is filled.