



# Ashcroft Indian Band

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## **Community Resiliency Center Manager**

Employment Type	Contract/Temporary
Anticipated Start Date	September 2017
Anticipated End Date	8-months, possibly longer if required
Schedule	Hours will vary; Non-normal shifts may be required
Pay Grade	To be negotiated based on experience
Location	Ashcroft Indian Band
Reports to	Ashcroft Indian Band Administrator

### **Job Overview:**

The Community Resiliency Center Manager plays a major role in leading the social recovery support to individuals and the community in a disaster. As a First Nations representative and/or community leader, the position guides community support services through the establishment and operations of the Resiliency Center and oversees the implementation of services to provide cultural, emotional and mental wellness supports. The position works closely with community members, organizations, agencies 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:**

- Experience in community engagement and restoration and protection of community services;
- 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;

- Has training or understanding of how the current mental health system works in regards to expediting any available assistance, short or long term, for those affected by a disaster;
- Being a lateral thinker as required, in finding solutions to help the community with unique needs;
- Experience in building, developing and maintaining successful relationships with public/private organizations and partnerships;
- Knowledge of Emergency Social Services;
- Experience in recognizing and finding the potential partnering opportunities between groups, individuals and businesses in a community to successfully create and complete projects of benefit;
- Being able to focus on the need at hand while at the same time understanding the larger picture and how one fits within the other;
- Cultural awareness;
- Willing to perform a variety of duties within the scope of the position's responsibilities,
- Must have intermediate to advanced skills in Microsoft Office programs including Word, Excel, Outlook and PowerPoint.

### **Key Responsibilities:**

- Listening, understanding, responding;
- Provides oversight and management of all aspects of a Resiliency Centre to support staff, volunteers and agencies;
- Works with Emergency Social Services (ESS) Teams, Red Cross, First Nations Health Authority, Emergency Management BC (EMBC) and other Non-Government Organizations (NGOs);
- Identifies the unique needs of the community, coordinates the ongoing management of activities and addresses issues as they arise;
- Contributes to a healthy and safe working environment;
- Assists in connecting community members with support programs and agencies, such as Red Cross;
- Connects residents with services to provide cultural, emotional and mental wellness supports (councillors, registered massage therapy, etc.);
- Maintains communications with community members, both in person and via social media, to keep them informed on events that may be happening, when and what services are available, etc.;
- Provide services to evacuated community members until they are able to return home;
- Ensures community members needs are being met, within the confines of the rules and regulations put forth by EMBC, Red Cross, FNHA, AIB and other supporting agencies;
- Determines and plans for the standing down of resiliency operations.

- Helps facilitate community meetings and schedules other agencies attendance.

**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](mailto:jodene@ashcroftband.ca), with the subject line "Community Resiliency Center Manager". We look forward to hearing from you!

**Closing Date: Open until the position is filled.**