

## ESS Response Coordinator (Excluded)

<b>Job Requisition</b>	JR-2024-272 ESS Response Coordinator (Excluded) (Open)
<b>Job Family</b>	Excluded
<b>Start Date</b>	2024-10-28
<b>End Date</b>	2024-11-12
<b>Primary Posting</b>	No
<b>External Posting URL</b>	<a href="https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Emergency-Operation-Centre/ESS-Response-Coordinator--Excluded-_JR-2024-272">https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Emergency-Operation-Centre/ESS-Response-Coordinator--Excluded-_JR-2024-272</a>
<b>Description</b>	

Closing Date:

**Nov 12, 2024**

Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

## Up to two (2) positions available

Reporting to the Emergency Program Coordinator (EPC) the scheduled On-Call ESS Response Coordinator (OCESSRC) is responsible for coordinating City of Vernon's Emergency Support Services (ESS) response Level 1- 2.

When scheduled, the OCESSRC will be on-call and will respond to ESS task requests. Mileage claims will be as per Emergency Management and Climate Readiness' Public Safety Lifeline Volunteer (PSLV) policy.

### Duties May Include:

- Monitors the on-call cellphone during their scheduled shifts.
- Responds to ESS task requests, including coordinating ESS response to conclusion or until responsibility is transferred to next scheduled OCESSRC on-duty or to a Reception Centre Manager.
- Leads ESS responses that occur during scheduled shifts.
- Under the direction of the EPC activates Reception Centres and/or Group Lodging facilities and leads the operation of these facilities until command is transferred.
- Maintains relationships with City of Vernon ESS volunteers and applicable social sector agency representatives.
- Maintains on-call cellphone, as assigned, with applicable contact information and coordinates with other OCESSRCs to transfer possession of cellphone and/or call-forward the duty number.
- Maintains a response kit with applicable forms and resources.

### Required Qualifications:

- Class 5 driver's license.
- Access to reliable transportation.
- Current knowledge of the ESS program, principles and practices.
- Active volunteer with City of Vernon ESS and informed of ESS program changes.
- Ability to perform on-call monitoring of the OCESSRC cell phone and to attend in person to deliver ESS using hand-filled or on-line records.
- Completion of provincially required training to deliver ESS services electronically:
  - Evacuee Registration & Assistance tool for Responders (EMRG-1620) Or,
  - Introduction to Evacuee Registration and Supports (EMRG-1635)

- Ability to exercise judgment in problem solving.
- Ability to obtain and maintain an acceptable Police Information Check including a Vulnerable Sector Check.

Preferred Qualifications:

- JIBC ESS Director's Course
- Evacuee Registration & Assistance tool for Management (EMRG-1622)

Compensation:

The incumbent in this volunteer position receives an honorarium of \$200 per week when on-call, with no contractual arrangement specified or implied. Additionally, during ESS activation for an Emergency Management and Climate Readiness (EMCR) tasked response, the incumbent will be compensated at the rate of \$30/hr. plus 4% in lieu of benefits.

Termination:

The incumbent may resign from the position or may be given notice by the City of Vernon Emergency Program, through the City of Vernon, with 30 days' notice.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](http://vernon.ca/careers) by selecting "apply" and creating a candidate profile.

- Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

<b>Worker Sub-Type</b>	Casual
<b>Location</b>	Emergency Operation Centre
<b>Time Type</b>	Part time
<b>Locations</b>	
<b>Supervisory Organization</b>	Emergency Programs