



EMERGENCY SUPPORT SERVICES FACILITATOR

Casual

Internal/External Posting No. 2025-30

Department:	Community Services
Internal Posting Date:	April 4, 2025
Internal Closing Date:	April 17, 2025
External Posting Date:	April 18, 2025
External Closing Date:	May 4, 2025
Hourly Rate:	\$28.09 after probation
Hours of Work:	Casual, on call
Competition No.:	2025-30

The City of Dawson Creek is seeking applications for the position of Emergency Support Services Facilitator. Under the direction of the Tourism, Emergency & Climate Readiness Manager (or designate), the Emergency Support Services Facilitator is responsible for assisting in the delivery and coordination of the Emergency Support Services (ESS) Program, which provides essential support for evacuees in accordance with established policies and guidelines. This position requires flexibility, as the Facilitator may be called upon with short notice during emergencies. Availability for shift work—including evenings, weekends, and holidays—is essential to meet the needs of emergency response operations.

Requirements:

- Completion of Grade 12
- Valid BC Driver's License
- Completion of the following courses offered by the Justice Institute of British Columbia within 3 month of start date (free, self-led courses):
 - EMRG-1200: Incident Command System Level 100
 - EMRG-1600: Introduction to Emergency Support Services
 - EMRG-1610: Introduction to Reception Centers
 - EMRG-1615: Registration & Referral
 - EMRG-1622: ERA Tool for Management
 - EMRG-1635: Introduction to Evacuee Registration and Supports
- Proficient with technology, including the use of office productivity software, email, and printers.
- Satisfactory Criminal Record Check with vulnerable populations required.

The ideal candidate possesses the capacity to perform all duties in a safe manner while fostering positive relationships with both the public and fellow staff. Please include copies of any relevant certification with your application.

Candidates should submit a résumé by emailing a pdf to resumes@dawsoncreek.ca, **with the job posting name and number in the subject line, no later than 11:59 pm on the closing date referenced above.** The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.