

EMERGENCY SUPPORT SERVICES REPRESENTATIVES

Casual

Fire & Rescue Services / Administrative Services

Support Evacuees with Essential Services During Emergencies

About our organization:

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs and professional development the City of Prince George offers a safe and supportive workplace in which to serve our community.

About the opportunity:

In the event the City establishes an emergency reception centre, you will be scheduled to provide registration and referral support to evacuees. The work involves completing the necessary documentation to register people as evacuees and enables them to obtain food, lodging, clothing, and basic incidentals in accordance with provincial requirements.

About your Background:

A high level of compassion is essential, along with the ability to remain calm and supportive when dealing with individuals in heightened emotional states. You must be proficient with technology, able to effectively understand and follow both oral and written instructions and possess strong attention to detail and customer service skills. Previous experience in Emergency Support Services (ESS) is an asset, as is any ESS training from the Justice Institute of British Columbia. Successful candidates will be required to complete EMRG-1635: Introduction to Evacuee Registration and Supports from the Justice Institute of BC within one month of their start date. Applicants should be aware that the nature of this work requires availability on short notice. **As a condition of employment, the successful incumbent is required to obtain and maintain a clear Police Information Check for offences related to the position.**

Why You Will Love Working for our Team at the City of Prince George:

- Work with a team dedicated to providing exceptional customer service.
- Enjoy a competitive wage of \$26.71 per hour plus 12% in lieu of benefits.

If you are interested in joining our team, please apply by December 31, 2025 to:

<http://princegeorgejobs.prevueaps.ca/jobs/>

Want to know more about this exciting career?

Please refer to the job description on our website for more details!

Want to know more about living and working in Prince George?

Please visit: [Move Up Prince George / City of Prince George](#)

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.