

# IFN of Ontario

## JOB DESCRIPTION



<b>Job Title</b>	Social Emergency Coordinator
<b>Reports To</b>	Director of Intergovernmental Affairs
<b>Location</b>	Hybrid/Remote
<b>Employment Type and Hours of Work</b>	Full Time 8:30 am to 4:30 pm

### Position Summary

The Social Emergency Coordinator supports IFN of Ontario's (IFN) member communities in strengthening their capacity to respond to social emergencies and community crisis. Working under the direction of the Director of Intergovernmental Affairs, the position assists communities in identifying gaps in resources, coordination, and planning related to social emergency response.

The role focuses on working collaboratively with community leadership, social service managers, and health departments to support the development of coordinated approaches to addressing social emergencies. This includes assisting with planning tools, communication processes, and regional collaboration that strengthen community response capacity.

The Social Emergency Coordinator also contributes and collaborates in research, policy development, and regional initiatives that support community wellness, healing, and culturally grounded approaches to crisis response.

The position maintains readiness to support communities across the full social emergency management cycle, including prevention, mitigation, preparedness, response, and recovery. The Social Emergency Coordinator does not assume operational control during emergency situations and does not direct community response activities. The role provides support, guidance, and coordination assistance at the request of member communities.

The role does not coordinate or direct community emergency responses but supports communities by providing tools, information, and guidance to strengthen their own response approaches and capacity.

**IFN of Ontario provides this support at the request of member communities and acts in an advisory and support capacity only, respecting community autonomy and decision-making authority at all times.**

## **Key Responsibilities**

### **1. Community Engagement and Emergency Planning**

- Works with IFN member communities, upon request, to support the development of local approaches to responding to social emergencies.
- Supports communities in identifying local response leads and strengthening communication processes during crisis situations through guidance, tools, and information sharing.
- Assists communities in identifying gaps in capacity and resources related to social emergency response and supports the development of approaches to address those gaps.
- Provides guidance and resources to communities to strengthen community-based response systems and planning approaches.

### **2. Regional Coordination and Information Sharing**

- Supports the development of regional networks that facilitate the sharing of information, resources, and promising practices related to social emergency response.
- Promotes collaboration between IFN communities to strengthen collective approaches to social emergency preparedness and response.
- Is available to support coordination efforts between community departments and response teams during social emergency situations, when requested by communities.
- Provides tools, information, and guidance to support effective communication and coordination processes when requested by communities.

### **3. Research, Policy Development, and Strategic Support**

- Conducts research related to social emergency response, mental health supports, and community crisis management to inform planning and support communities.
- Prepares briefing notes, reports, and background materials to support IFN leadership and provide information to communities.
- Supports communities in strengthening social emergency response approaches through research, policy analysis, and information sharing.
- Provides information and analysis to support community-led decision-making related to social emergency response.

### **4. Conferences, Meetings, and Program Coordination**

- Supports the planning and coordination of meetings, gatherings, and conferences related to social emergency response.
- Assists with coordinating participation from IFN communities in regional initiatives and events.

- Facilitates presentations and information sessions to share tools, approaches, and emerging issues relevant to social emergency response.

## **Working Relationships**

- **Director of Intergovernmental Affairs and IFN Leadership**  
Receives direction, guidance, and strategic priorities related to program initiatives and organizational objectives.
- **IFN Staff and Program Teams**  
Works collaboratively with staff to support initiatives related to social emergency response.
- **Member First Nation Communities**  
Maintains respectful and professional relationships with community leadership, social service managers.
- **External Agencies and Government Partners**  
Communicates with federal and provincial agencies, consultants, and partner organizations regarding programs, funding opportunities, and initiatives.

## **Qualifications**

### **Education and Experience**

- Relevant post-secondary education in Social Work, Sociology, Health Sciences, Public Administration, or a related field.
- Experience (3-5) years working in social services, community development, crisis response coordination, or related fields.
- Experience working with First Nation communities or organizations is considered an asset.
- Experience with research, policy analysis, proposal writing, or program reporting is considered an asset.

### **Skills and Knowledge**

- Strong communication and relationship-building skills.
- Excellent written communication and reporting skills.
- Strong research and analytical abilities.
- Ability to facilitate meetings, presentations, and information sessions.
- Strong organizational and planning skills.
- Ability to work independently and collaboratively within a remote work environment.
- Ability to maintain confidentiality and professional judgment when working with sensitive matters.

## **Core Competencies**

- **Community Engagement and Cultural Awareness**  
Ability to work respectfully with First Nation communities while recognizing cultural and governance contexts.
- **Research and Policy Analysis**  
Ability to analyze policies, programs, and emerging issues and provide informed recommendations.
- **Communication and Facilitation**  
Ability to communicate clearly and facilitate discussions with community leaders and stakeholders.
- **Organization and Project Coordination**  
Ability to manage projects, meetings, and initiatives involving multiple partners.
- **Professional Integrity and Confidentiality**  
Maintains confidentiality and demonstrates professionalism when working with sensitive community matters.

### **Work Environment**

The Social Emergency Coordinator works primarily in a remote/ satellite office environment and maintains regular communication with IFN of Ontario's leadership, staff, and member First Nation communities through virtual platforms and meetings.

The position requires regular interaction with community leadership, social service departments, and partner organizations. Work may occasionally involve attending community meetings, regional gatherings, conferences, or planning sessions when directed.

### **Physical and Sensory Demands**

Work primarily involves extended periods of computer use, virtual meetings, and document preparation. The position requires sustained concentration, active listening, and the ability to review reports, policies, and program documentation.

Some travel may involve extended periods of sitting during transportation and participation in meetings, workshops, or conferences.

### **Travel Expectations**

Travel is a regular component of this position. The Social Emergency Coordinator is expected to travel to IFN member communities and regional meetings to support program coordination, community engagement, and organizational initiatives.

Travel may include overnight stays depending on organizational needs.

### **Conditions of Employment**

Satisfactory Criminal Record Check

Valid driver's licence and reliable transportation

Ability to travel including overnight travel

### **Disclaimer**

This job description outlines the general nature and level of work expected of the position. Duties and responsibilities may evolve over time to meet the operational needs of IFN of Ontario.

**Acknowledgement**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_