



The **DISTRICT OF CENTRAL SAANICH** is seeking an experienced  
**Emergency Program Support Worker**

**Competition Number 2024-14**

The District of Central Saanich, located on the Saanich Peninsula of Southern Vancouver Island enjoys the reputation of being among the best locations in Canada to work, live and play. Central Saanich is bounded on both the east and west by ocean and is known for its scenic rolling countryside and bounty of farms. This community of 18,000 residents has a vibrant, small village character and includes the Tsawout and Tsartlip First Nations; and it is central to all amenities of the Greater Victoria area.

When you help run a dynamic community, no two days ever feel the same. As part of a growing but tight-knit team, you will have the ability to bring your ideas to the table and influence the organization and the community. Our team is highly collaborative, loves to laugh, is customer service focused, and is dedicated to the fantastic community we serve.

If this sounds like an environment you'd like to be a part of, consider joining us! Click here to learn more: <https://www.centralesaanich.ca/municipal-hall/employment-bids>

#### JOB OVERVIEW

This temporary position supports the operations of an extreme weather centre which provides community members with a safe temporary space during an extreme weather event. Additionally, incumbents may support ground logistics activities for Central Saanich Emergency Operation Centre (EOC).

The ideal candidate must be legally able to work in Canada, possess a valid First Aid/CPR certificate and have strong service support experience. A valid Class 5 driver's license and access to a vehicle is required. Emergency Management experience is preferred but not necessary.

**Please see the attached job description for further information on the duties and requirements of the role.**

At the District of Central Saanich we value diversity and are committed to an inclusive, accessible work environment where collaboration and mutual respect bring out the best in all of us. If you need an accommodation for any part of the hiring process, please reach out to us.

The District's COVID-19 Vaccination Policy is currently suspended; however, should circumstances change, you may be required to provide proof of vaccination against COVID-19 to be eligible to continue performing your duties.

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**P:** +1(250) 652-4444

**E:** [resume@csaanich.ca](mailto:resume@csaanich.ca)

**W:** [CentralSaanich.ca](http://CentralSaanich.ca)

The hourly pay rate for this temporary, as and when needed position is \$30.21 to \$32.67 (2024 rates). Interested candidates are invited to submit their resume and covering letter, quoting the competition number to [resume@csaanich.ca](mailto:resume@csaanich.ca) by 4:00 pm on June 3, 2024.

We appreciate your application and interest in working with us; however, due to the volume of applications we receive we are unable to respond to each application and only those candidates under active consideration will be contacted.



# Central Saanich

## Job Description

### Emergency Program Support Worker

Fire Department

(pay grade 27)

#### General Accountability and Purpose:

This temporary position supports the operations of an extreme weather centre which provides community members with a safe temporary space during an extreme weather event. Additionally, incumbents may support ground logistics activities for Central Saanich Emergency Operation Centre (EOC).

#### Nature and Scope of Work

- Receives visitors in a welcoming manner and providing or directing them to services according to established procedures;
- Provides oversight of visitors to ensure centre guidelines are followed, answering visitor inquiries and providing updates and communication to visitors and supervisor;
- Ensures appropriate records are kept, as applicable;
- Acts as a supportive presence while monitoring visitor needs, behaviour and facility conditions;
- Sets up and takes down of centre as needed;
- Conducts rounds of the facilities providing light janitorial duties ensuring the facility remains clean and in good condition;
- Provides Community outreach as needed;
- Provides general logistics support to the emergency operation centre;
- Follows all corporate policies and processes; and,
- Performs other related duties as required.

#### Knowledge, Skills and Abilities

- Strong communication and interpersonal skills with the ability to maintain a calm presence in times of stress.
- Excellent customer service skills with the ability to develop and maintain effective working relationships with the public and co-workers.
- Ability to handle and deescalate conflict as it arises.
- Ability to effectively address inquiries, complaints and requests with promptness, tact, diplomacy, confidentiality and accuracy.
- Ability to work independently, take initiative and multi-task to achieve work deliverables.
- Ability to promote and contribute to a positive, diverse and inclusive team environment.

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- Ability to lift and move light materials and equipment (i.e. chairs, tables).
  - Ability to work positively toward advancing First Nations relations and awareness of federal, provincial and municipal initiatives advancing Truth and Reconciliation.

<b>Requirements</b>
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- Must be legally able to work in Canada;
- Must possess a valid First Aid/CPR certificate; and,
- Have strong service support experience.
- Valid Class 5 driver's license and access to a vehicle
- Emergency Management experience preferred but not necessary

**Prior to hire candidates will be required to provide a recent (within the last 12 months) Vulnerable Sector Check and a Driver's Abstract.**

**As a condition of hire, incumbents will be required to successfully complete the Incident Command System (ICS) Level 100 course prior to starting.**

The District is creating a call list to support emergency support centres as well support the emergency operations centre during an emergency event. Hours of work will be variable with operations. These positions are temporary, as and when needed, positions. When a centre is being activated, or if logistics support is required during an EOC activation, incumbents will be called to see if they are available, and the hours of operation will be determined due to needs and may be subject to change. Shifts may be daytime or evening shifts and are often required to be filled on short notice.

<b>Signature of CAO:</b>	<b>Date:</b> _____
<b>Signature of Manager/Director:</b>	<b>Date:</b> _____