



Regional District of Bulkley-Nechako Community Recovery Manager

The Regional District of Bulkley-Nechako is hiring a Community Recovery Manager (CRM) to lead and coordinate the transition from disaster response to recovery. The CRM will be signed to a contract, with a wage of \$49.95 per hour and appropriate expenses included. The CRM will work out of the Regional District office in Burns Lake, BC to understand the local impacts and be available for inquiries and face to face meetings as required.

Reporting to the Director of Protective Services, the CRM will play a major role in leading the socio-economic recovery activities for individuals and the communities within the Regional District of Bulkley-Nechako (RDBN) following a disaster. The position may guide community support services through the establishment and operation of Resilience Centre(s) and/or development of an incident-specific recovery plan.

The position will work closely with RDBN staff, community organizations/agencies, small and medium-sized businesses, other local government officials and neighbouring First Nations to establish effective, coordinated, and collaborative relationships to deliver services to affected individuals and communities throughout the recovery process.

Responsibilities and Duties:

- Create an incident-specific Recovery Plan to guide community recovery activities in the region. This plan would include specific priorities and objectives for implementation.
- Manage the transition from a response Emergency Operations Centre (EOC) to one focused on recovery.
- Collect and document the social, cultural, environmental, economic and infrastructure impacts of the event.
- Be the main point of contact for all inquiries relating to both the EOC transition, and to the recovery activities.
- Lead the recovery program while coordinating with other agencies, including but not limited to the Provincial government, NGOs, and other service providers related to the four sectors of recovery: People and Communities, Health, Economy, Environment, and Infrastructure.
- Develop programs and strategies for recovery with input from the affected communities.
- Collect information from clients, provincial ministries, businesses and community organizations, other local government staff and/or subject matter experts to ensure disaster recovery specific information is coordinated and validated.
- Work collaboratively with local government staff, senior management, and others to set priorities and make decisions on community and social recovery priorities and ensuring decisions are clearly communicated to everyone.
- Work collaboratively with the Disaster Financial Assistance (DFA) program representatives in order to recognize potential opportunities for those who may be eligible and provide clarity for those who may be ineligible.



- Build relationships internally and with key external partners and community services to establish a common operation picture and collaborative recovery process.
- Share information to mitigate any concerns or challenges arising from recovery operations and share with local government, community organizations, not-for-profit organizations, and individual citizens.
- Support or manage an “Unmet needs committee”, providing direction and coordination for the ongoing management of activities and address issues as they arise.
- Provide regular and timely operational reports to the Director of Protective Services, appropriate EMCR PREOC, and others as required.
- Determine and plans for the standing down of recovery operations, including Resilience Centres in conjunction with other relevant partners.
- Implement the Recovery Plan with the assistance of the RDBN Protective Services staff and other local government staff, First Nations members, and Provincial agencies supporting the communities.
- Undertake public and business outreach activities in the process of writing and implementing the Recovery Plan.
- Keep accurate account of expenses incurred and time spent on planning and implementing recovery activities.

Knowledge, Skills, and Abilities:

- Knowledge of emergency management, collection and analysis of disaster recovery information, community engagement and restoration and protection of community services.
- Being a lateral thinker as required, in finding solutions to help the community with unique needs.
- Experience in personnel scheduling and staffing requirements.
- Knowledge of and practical experience in Emergency Support Services.
- Experience in building, developing, and maintaining successful relationships with public/private organizations and partnerships.
- Knowledge of local government operations, geography, and community services.
- Knowledge and understanding of each provincial government ministry to access information and support easily and expediently as appropriate for the community.
- Experience in building relationships with multi-faceted, multi-stakeholder groups.
- Experience in grant writing.
- Experience in recognizing and finding potential partnering opportunities between groups, individuals, and businesses in a community to successfully create and complete projects of benefit.



- Training or understanding of support needs for individuals who have been through traumatic situations, including those directly and indirectly affected by a community disaster, and emergency responders at all levels.
- Training or understanding of how the current mental health system works regarding expediting any available assistance, short or long term, for those affected by a disaster.

Special Requirements

- Available 24/7 during response to emergencies and disasters and willing to perform a variety of duties within the scope of the position's responsibilities.
- Ability to travel to disaster areas within the RDBN on short notice and visit remote locations by vehicle, boat, or air for overnight or extended hours in all-weather considerations due to emergencies.
- Ability to speak formally and informally to various audiences including community meetings, local and regional elected representatives, First Nations, local government officials, businesses, and industry experts.

Resumes will be accepted until 4:30 pm, Friday, September 22, 2023, and should be addressed to: Deborah Jones-Middleton, Director of Protective Services

Subject Line: Community Recovery Manager

Email: hr@rdbn.bc.ca

Mail: PO Box 820, Burns Lake, BC V0J 1E0