



<b>Title:</b>	Emergency Support Fund Coordinator
<b>Reports To:</b>	Director of Social Services
<b>Term:</b>	One (1) Year – Part-time
<b>Hours:</b>	28hrs/wk – Mon-Tues & Thurs-Fri.
<b>Salary:</b>	\$25.61/hr
<b>Location:</b>	Governance Building

### **DESCRIPTION**

The Emergency Support Fund Coordinator (ESF) reports to the Director of Social Services. The ESF manages applicant intakes and assists all Saugeen First Nation #29 Band Members with navigating the processes for resources and services for those individuals requiring assistance during emergent medical and disaster situations or crises.

The ESF ensures compliance with the financial assistance guidelines, needs assessments, and assisting in coordinating funds, applications, and acting as a liaison for the applicant and service providers.

### **DUTIES AND RESPONSIBILITIES**

#### **Technical Functions**

- Coordinating care and linking to appropriate community resources or specific health professionals based on the identified need of the individual applicant.
- Provide advocacy and follow-up with the applicant to ensure that their needs are met.
- Assist in the identification of the applicant's needs and working with existing or new providers and agencies to deliver the approved funds, services, supports, and/or products.
- Documents accurately and thoroughly, all client information pertinent to the safety and well-being of all clients.
- Prepares program reports for the funding accessed/provided to applicants.
- Maintains financial records and monitors program budget to ensure balancing of statements with Finance Department and to ensure program is operating within budget limits.
- Monitors program operations through an annual evaluation process

### **Communications Functions**

- Works in conjunction with SFN and Zaag'idiwin departments, such as the Health Department, Jordan's Principle, etc., as well as government programs, such as NIHB, Trillium Drug Program, etc.
- Develops a relationship with organizations/business that provide services for applicants.
- Advocate for Saugeen First Nation community needs at every level of inter-agency communication.
- Establish on-going communication with agencies external to Saugeen First Nation for the purpose of awareness and potential service expansion.
- Maintains positive relations with Saugeen First Nation community services and represents Saugeen First Nation in a highly professional and positive manner at various meetings, conferences, or educational events as directed by the Director of Social Services.

### **Administrative Functions**

- Maintains an appropriate records and a management system that meets legislative standards for health record documentation.
- Develops long term strategy for service expansion as required.
- Develops annual work plan for submission to administration.
- Development and review of program policies and procedures that are culturally appropriate and meet legislative requirements for health services.
- Establishment, evaluation, and improvement of protocols with relevant services located both on and off-reserve.

### **Other Functions**

- Any other related duties as may reasonably be required by the Director of Social Services.
- Is responsible for the administration, reporting and management of the Saugeen First Nation Emergency Support Fund by ensuring awareness and familiarity of the provisions of the Emergency Support Fund as stipulated in Policy.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

### **Working Conditions**

- Work requires physical activity and mental stress; requires working inside; requires extensive interactions with the public, who at times may be hostile or irate; subject to interruptions, deadlines, unscheduled hours.

- Work requires the ability to prioritize tasks, work independently with minimal supervision and cope with many demands and time constraints.

### **Other Related Skills**

- Exhibits a high degree of initiative and self-direction; good analytical, organizational, verbal, and written communication skills.
- Expert level of conflict resolution skills.
- Excellent organizational, strategic, planning, and implementation skills.
- Ability to remain calm and effective under pressure and during emergencies.
- Working knowledge of governmental policies, programs, services, and procedures at the Federal, Provincial and Regional levels relative to the delivery of Health Services.
- Adaptable to changing priorities, circumstances, and procedures.
- Understands the organizational structure of Saugeen First Nation and the lines of authority that exist within this structure.
- Ability to work with tact and discretion, high-level public relations skills, and good project management skills.
- Proficiency in the use of computer hardware and software programs, such as Microsoft Office, etc.
- Accurate documentation and data management skills, as well as accurate attention to details.
- Capabilities to deal with confidential and sensitive information and issues.
- Good knowledge of the Saugeen First Nation Community and culture.
- Knowledge of SFN Departments and services provided

### **Impact of Error**

- Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relations, confusion, duplication of effort and misinformation being given to staff, elected Council, and the public.

### **Working Relationships**

- Program Managers  
Receive direction and guidance and discusses plans, prioritizes to ensure tasks are done efficiently and effectively, receives instructions and supervision.
- Other Staff  
Maintains courtesy, cooperation, respect, and teamwork with all staff.
- The Community  
Represents and promotes Saugeen First Nation interests; works in a courteous, respectful, cooperative, positive, and proactive manner.

## **Qualifications Required**

- Grade 12, or G.E.D. equivalency
- Post-secondary education or employment experience in Emergency Management, Business, Administration, are desirable assets, or any equivalent combination
- Minimum of one (1) year supervisory experience is considered a desirable asset
- First Aid/CPR
- Must have access to own vehicle.
- Possess a valid Class G driver's license.
- Provide a clean CPIC/VS.

## **Expressions of Interest *must* include.**

- Current cover letter
- Current resume
- Three names (not letters) of references with telephone numbers and email addresses (one must be current or most recent employer)

**DEADLINE DATE: Friday, May 1<sup>st</sup>, 2026, at 4:30 p.m.**

**(\*No Late Expressions of Interest Accepted\*)**

**Only qualified applicants will be contacted for an interview. Interested applicants must be legally eligible to work in Canada at the time of application.**

**Preference will be given to Saugeen First Nation members who meet the qualifications.**

***The successful candidate will be asked to provide a current Criminal Record and Judicial Matters Check including Vulnerable Sector Screening as a condition of employment. Applicants will also need to provide verification of academic qualifications.***

## **Applications will be received:**

**At Office:** Joe Wesley – Administration  
519.797.2781 ext.1104

**By E-Mail:** joe.wesley@saugeen.org

**By Mail:** Saugeen First Nation #29  
6 Cameron Drive, Southampton, ON N0H 2L0  
Attention: Joe Wesley – Administration