



# Fort Smith

## NORTHWEST TERRITORIES

P.O. Box 147 • Northwest Territories • X0E 0P0

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**Position:** Evacuation Support

**Location:** Fort Smith, Northwest Territories.

**Status:** Special Project Casual.

**Closing Date:** Closes when filled.

**Competition Type:** Limited to Fort Smith Residents.

The Town of Fort Smith is seeking dependable individuals for the position of **Evacuation Support Member**. Reporting to the director of Community Services, the incumbent provides frontline support during emergency evacuation operations by assisting with the daily operations of the evacuation reception centre.

### OUTLINE OF THE POSITION

The Evacuation Support Member assists in the day-to-day operations of the evacuation reception centre by providing support to evacuees and maintaining a safe, clean, and organized environment. Responsibilities include assisting with evacuee registration and intake, distributing food and essential supplies, and providing general information in a professional and respectful manner.

Additional duties include completing light cleaning tasks as outlined in the daily schedule, assisting with overnight monitoring of the facility, and responding to basic inquiries from evacuees. The incumbent may also assist with setting up and maintaining reception centre spaces and updating evacuee records as required.

The Evacuation Support Member is responsible for contributing to the safety, comfort, and wellbeing of evacuees and ensuring the reception centre operates in an orderly and supportive manner. The incumbent is expected to work both independently and as part of an emergency response team and perform other related duties as assigned.

### Wages

- Hourly Pay \$29.73 + 6% Vacation pay

### TO APPLY:

Submit your resume and cover letter to [humanresources@fortsmith.ca](mailto:humanresources@fortsmith.ca)