

CRISIS COUNSELOR-*BLUE VEST*

Operations Section

JOB DESCRIPTION: Provide mental health services to clients and clinic staff

Position Assigned to: _____ Qualification: Counseling experience (Mental Health Workers, School Counselor, and Clergy) Crisis intervention training preferred You report to: _____ (Clinic Manager) POD Site Location: _____ Phone # _____
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Done ✓	Task Activation
<input type="checkbox"/>	Report to the Volunteer Management Station
<input type="checkbox"/>	Sign in and get: <ul style="list-style-type: none"> ➤ your badge ➤ job assignment ➤ job action sheet ➤ blue vest and ➤ prophylaxis vaccination/medication
<input type="checkbox"/>	You will report to your assigned area and receive just in time training and a briefing from the Clinic Manager or the previous shift's Clinic Manager Lead
<input type="checkbox"/>	Make sure you know who you report to, what you are doing (jobs), and where you are suppose to go
<input type="checkbox"/>	– You report ONLY to the Clinic Manager DO NOT take instructions from or provide information to anyone other than your lead (or the Safety Officer if regarding a safety issue)
<input type="checkbox"/>	– Any questions, problems, or incidents should be reported to the Clinic Manager Counseling Lead, NOT to anyone else
<input type="checkbox"/>	– It is important that you DO NOT MAKE DECISIONS on your own
	<i>If you fail to follow instructions from the lead in your assigned area or alter your assignment without your lead's approval you may be asked to leave the event. This decision will be at the discretion of the lead.</i>
<input type="checkbox"/>	You will wear your blue vest and badge at all times while on duty
<input type="checkbox"/>	Locate an area where persons can be privately interviewed and supported
<input type="checkbox"/>	Consider setting up counseling site workstations at the First Aid Station
<input type="checkbox"/>	Observe client information confidentiality at all times
<input type="checkbox"/>	Walk through all areas of the POD and observe clients and staff for signs of acute distress (fidgety, angry, withdrawn, etc.)
<input type="checkbox"/>	Provide supportive behavioral intervention for clients and staff
<input type="checkbox"/>	Alert security via walkie-talkie of suspicious situation
<input type="checkbox"/>	Monitor the environment and alert Security staff of potential violent situations
<input type="checkbox"/>	Performs other duties as assigned
	End of Shift
<input type="checkbox"/>	Update the counselor that will be taking over your shift
<input type="checkbox"/>	Inform your lead if there is no one to replace you at the end of your shift. Do not leave your workstation without notifying your lead
<input type="checkbox"/>	Sign out at the Volunteer Check in Station. Return your vest and pick up your prophylaxis medication for your family members. You must complete a Health Assessment/Consent for Prophylaxis Form

	for family members for whom you are taking medication home.
	Deactivation Duties
<input type="checkbox"/>	Assist with break-down and re-packing of material and equipment at your work station
<input type="checkbox"/>	Participate in debriefing activities with TCPH