

STAFFING COORDINATOR-*Black Vest* Logistics Section

JOB DESCRIPTION: Oversee staffing at POD. Coordinate with Volunteer Coordinator, Site Director and Section Managers as to staffing needs.

Position Assigned to: _____
Qualifications: Non-medical. Background experience in scheduling and assigning staff in volunteer programs for large organizations or events. Basic typing (35 wpm), computer and internet skills required.

You report to: _____ (Logistics Manager)

POD Site Location: _____ Phone # _____

Done ✓	Pre-Activation Tasks for the Set Up of POD
<input type="checkbox"/>	<i>Report to the Logistics Manager and receive briefing. Ensure knowledge of mission and communicate any concerns or problems prohibiting mission completion</i>
<input type="checkbox"/>	<i>Make sure you know who you report to, what you are doing (jobs), and where you are suppose to go</i>
<input type="checkbox"/>	<i>Review POD site design layout and become familiar with all area. The Site Director is the only person that has the authority to change any aspect of the pod site layout s.</i>
<input type="checkbox"/>	<i>Oversee/assist with the set up the Volunteer Check in Station</i>
<input type="checkbox"/>	<i>Sign in and get:</i> <ul style="list-style-type: none"> ➤ <i>your badge</i> ➤ <i>job assignment,</i> ➤ <i>job action sheet</i> ➤ <i>black vest and</i> ➤ <i>prophylaxis vaccination/medication</i>
	<i>Report to the Communication Lead and :</i> <i>Sign out a two-way radio and /or walkie talkie and laptop computer at the beginning of each shift and return at the end of the shift</i>
Done ✓	Task Activation
<input type="checkbox"/>	The following positions are your staff : <ul style="list-style-type: none"> ➤ Staffing Administrative Assistant
*	Do not leave assigned area without authorization from the Logistics Manager
	Meet with your staff:
<input type="checkbox"/>	<ul style="list-style-type: none"> • Establish chain of command and performance expectations <ul style="list-style-type: none"> – You report ONLY to the Logistics Manager – Your staff is to report ONLY to you, they DO NOT take instructions from or provide information to anyone other than you (or the Safety Officer if regarding a safety issue) – Any questions, problems, or incidents should be reported to you, NOT to anyone else – It is important that they DO NOT MAKE DECISIONS on their own
	<i><u>Persons who fail to follow instructions from leads in their assigned area or alter</u></i>

	<i>their assignment without lead approval may be asked to leave the event. This decision will be at the discretion of the lead</i>
	Ensure that each staff member has registered in, received prophylaxis, and a badge. Badges will be worn at all times while on shift
<input type="checkbox"/>	<ul style="list-style-type: none"> Ensure that all of your staff has been advised of appropriate personal protective equipment. And have received equipment and training if needed
<input type="checkbox"/>	Maintain communications with Logistics Manager, Volunteer Coordinator and other POD Managers concerning staffing levels of volunteers
<input type="checkbox"/>	Make staffing assignments. Distribute job action guidelines for assigned staff
<input type="checkbox"/>	Ensure every volunteer and POD staff member receives an electronic MRC badge and a vest
<input type="checkbox"/>	Explain/coordinate sign in and out procedures with staff workers
<input type="checkbox"/>	Utilize manual staff tracking system if necessary
<input type="checkbox"/>	Coordinate just-in-time training
<input type="checkbox"/>	Oversee and assist with duty position assignments
<input type="checkbox"/>	Explain injury reporting procedure
<input type="checkbox"/>	Validate volunteer credentials at clinic check-in and log time and labor. Issue appropriate vest and badge to clinic staff at shift check-in. Collect vests and badges at end of shift
<input type="checkbox"/>	Performs other duties as assigned
	End of shift
<input type="checkbox"/>	Brief oncoming Staffing Coordinator that will be taking over your shift
<input type="checkbox"/>	Inform the Volunteer Coordinator if there is no one to replace you at the end of your shift. Do not leave your area without notifying the lead
<input type="checkbox"/>	Return your radio and /or walkie talkie and laptop computer to the Communications Lead
<input type="checkbox"/>	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
<input type="checkbox"/>	Oversee breakdown and re-packing of material and badging equipment in the volunteer management area
<input type="checkbox"/>	Ensure that all records and reports are submitted to the appropriate officials
<input type="checkbox"/>	Participate in debriefing activities with TCPH

RADIO/WALKIE TALKIE MESSAGE INSTRUCTIONS

Radio messages will be short, concise, and begin with a sector identifier (ex. Greeting to Dispensing). Radios/cell phones shall be kept charged when not in use. Technical problems should be reported to the Communications Manager. It should be kept in mind that conversations can be monitored by persons not involved in the response effort (e.g. the media).