

Newaygo County Emergency Services Community Emergency Response Team and Medical Reserve Corps (CERT / MRC) VOLUNTEER

GENERAL SUMMARY

Under the direction of the Newaygo County Emergency Services Department, the Community Emergency Response Team (CERT) and Medical Reserve Corps (MRC) programs trains volunteer team members in basic response skills. Team members also help with non-emergency projects that help improve the safety of the community. All volunteers are respected members of the team and an integral part of the county's Emergency Management System.

Community Emergency Response Team (CERT) and Medical Reserve Corps (MRC) volunteer team members have a variety of different backgrounds and skills. When you add your expertise to our local emergency plans, you become part of the local organizing effort.

ESSENTIAL FUNCTIONS

A volunteer in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the volunteer may be expected to perform. To perform this job successfully, volunteers are provided the knowledge and skills to successfully carry out specific disaster and non-disaster response activities with the overall goal of saving lives, protecting property, and improving the emergency preparedness and safety within the community. Duties and responsibilities may be added, deleted, or modified at any time.

1. **Search and Rescue:** Team members are trained to assist law enforcement with searching and providing aid to missing individuals whom are in distress or imminent danger.
2. **First Aid Stations:** Team members are trained to man first aid stations and provide basic life support and first aid to bystanders and participants in community events and during disaster response.
3. **Traffic Control:** Team members are trained to monitor and direct traffic in order to safe-guard participants and others during community events and disaster response.
4. **Radio Communications:** Team members are trained to provide primary and auxiliary radio communications within an Incident Command Post and the Emergency Operations Center.
5. **Damage Assessment:** Team members are trained to act as Field Damage Assessment Teams which serve as a local resource, assisting in documenting the nature, scope, magnitude and location of damage during an emergency.
6. **Evacuation:** Team members are trained to deploy and assist in evacuation efforts, providing guidance and disseminating critical information to those affected.
7. **Emergency Shelter Operations:** Team members are trained by the American Red Cross to assist with sheltering set up and operations.

8. **Organize Spontaneous Volunteers at a Disaster Site:** Team members are trained to manage and organize incident staging, volunteer registration, and deployment of spontaneous volunteers.
9. **Emergency Preparedness Projects:** Team members assist with and participate in exercises designed to test response plans, strengthen mitigation efforts to increase preparedness, response and recovery capabilities.
10. **General Emergency Management duties:** Team members develop working relationships with community partners and other agencies to assist in the preservation of life and property as well as help reduce risks and increase overall community preparedness and resiliency.

CONDUCT

Conduct, whether in uniform or not, should convey a favorable impression to the public and never reflect negatively upon Newaygo County. Volunteers must be a professional representative of Newaygo County at all times.

DRESS AND PERSONAL APPEARANCE

All active team members are issued Team uniforms and equipment. Uniforms and equipment are the property of the Newaygo County Emergency Services Department and are to ONLY be used for official Team activities. Items given to team members and incentives for participation in training or responses are the property of the team member and may be used anytime. All personnel will maintain a neat uniform, professional appearance and practice good personal hygiene.

MINIMUM REQUIREMENTS

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to deal tactfully with the general public and co-workers as well as the ability to communicate effectively with employees and the public
2. Ability to effectively, efficiently and safely complete assigned tasks in a timely manner
3. Availability for a flexible and intermittent work schedule and ability to work independently and take initiative when required are necessary for volunteer candidates for and volunteers currently working under the provisions of this position description
4. Good character with no history of serious criminal activity is required of all persons who are candidates for employment or volunteers currently working under the provisions of this position description
5. A valid driver's license with an acceptable motor vehicle record

6. Ability to work in all outside weather conditions; wet and/or humid conditions, extreme cold (below 32 F degrees) and extreme heat (above 90 F degrees)
7. Some work assignments and tasks will require exposure to and work in inclement weather conditions
8. General good health and ability to perform the essential functions of this position
9. While performing these duties, the volunteer may be required to sit, stand, walk, use hands, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk or hear
10. The volunteer may occasionally lift and/or move up to 50 pounds
11. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus

MEMBERSHIP REQUIREMENTS

1. All persons wishing to volunteer must be at least 16 years of age and have a willingness to help the community.
2. All volunteers must pass a background check in accordance with the Region 6 Background Check Policy and Newaygo County Background Check Policy.
3. In order to be authorized to respond to an emergency, team members must maintain an active membership status. Active members have completed their required training and regularly participate in team activities including trainings, preparedness booths, community events, and deployments.
4. All team members are required to complete a CERT 20 hour basic training course and 10 hours of online independent study training through FEMA prior to participating in any emergency responses.
5. All Team Members are required to complete the following independent study training through the FEMA Emergency Management Institute at <http://training.fema.gov/IS/crslist.aspx>
 - IS-909: Community Preparedness
 - IS-700.a: NIMS an Orientation to the National Incident Management System
 - IS-100.b: Introduction to Incident Command System, ICS-100
 - IS-200.b: ICS for Single Resources and Initial Action Incidents
 - IS – 317: Introduction to the Community Emergency Response Team
 - IS-315: CERT Supplemental Training: The Incident Command System

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this volunteer job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.