

AMERICAN RED CROSS
GREATER ERIE COUNTY CHAPTER
JOB DESCRIPTION

TITLE: Assistant Director of Emergency Services
REPORTS TO: Director of Emergency Services
DATE: March 2007

SUMMARY OF RESPONSIBILITIES:

The Assistant Director must provide leadership, guidance, and direction to the Emergency Services Department in day to day operations and response to local disaster relief and AFES services. Administer supervision to caseworkers and volunteers for quality Red Cross response under all policy and procedure directives and initiatives. Facilitate, enhance and expand relationships with city and county fire departments and local EMA providers to enhance efficient and organized disaster response.

SPECIFIC DUTIES & RESPONSIBILITIES:

- Manage and lead Emergency Services volunteers in daily operations of departmental disaster responses, preparedness training and out of area deployment coordination.
- Educate and provide resources and information to volunteers during scheduled training events.
- Coordinate Chapter volunteer deployments in support of regional/community chapter disaster response requirements.
- Maintain and sustain human and material resources for daily disaster response. Report and maintain equipment needs.
- Support efforts of CDE program through coordination of disaster relief efforts and preparedness and mitigation training within Erie community.
- Initiate and support local fund raising opportunities through community opportunities and grant submissions
- Direct and manage disaster responses within Erie County up to and including level II events.
- Supervise casework to provide superior disaster services under Red Cross directives to the Erie Community.
- Provide information and liaison to local city, county fire departments, EMA providers, local law enforcement and community officials of Red Cross services. Facilitate enhance partnerships within the Erie County and NWPAs regional grouping.
- Establish, maintain and improve SOU/MOUs with supporting groups and organizations. (i.e. Amateur Radio Clubs, CERT members)
- Maintain communications equipment, antennas, computers and support items.
- Develop and maintain communications team and communication training manual.
- Develop and maintain Power Point Presentation for volunteer recruitment.
- Communicate Red Cross relief effort programs and community education information to local media in coordination with Chapter PR Director.
- Manage documentation in regards to daily records, data and statistics

- Maintain on call availability for 24 hour coverage through ES pager and appropriate ES departmental scheduling.
- Maintain DSHR availability to deploy on national assignments.

Armed Forces Emergency Services Responsibilities:

- Implementation of all AFES casework under Red Cross policy and procedure
- Completion of all documentation for statistical data
- Maintain resources for implementation of AFES services
- Collaboration of services with local reserve, guard active duty service units and veterans affairs as needed for support to military personnel and families.

International Social Services Responsibilities:

- Implementation of International Services under Red Cross policy and procedures.
- Provide education and collaboration of services with International Institute.
- Train and educate volunteers in International messaging.

Administration and Supervision

- Assume roles, responsibilities, and supervision in absence of Director
- Assume Regional lead and response in the absence of the Director.
- Maintain staffing for daily operations and disaster response.
- Support and participate in departmental initiatives as deemed necessary.

Other duties as assigned necessary for operation by Emergency Services Director.

QUALIFICATIONS:

A degree in social services preferred. Leadership skills that will provide successful implementation of Red Cross policies. Ability to supervise staff and volunteers in effective daily office operations and local disaster relief efforts. Ability to communicate Red Cross initiatives and response service information to public officials and media.