

CENTRAL AID AGENCY

| POSITION APPLICATION | | | | |
|---|------------------------------|--|---|------------------------|
| POSITION NAME | POSITION DESIGNATION | OCCUPATIONAL SPECIALTY CODE | OPEN TO | |
| EMCOMM Team Leader / Second-In-Command | EMCOMM-3 | NR-ETL1 (TL) NR-AETL1 (SIC) | Non-Rated Personnel | |
| DETAILS | | | | |
| HAZARDOUS ROLE STATUS | POSITION COMMAND | POSITION LOCATION | SERVICE POINTS REQUIRED | |
| Yes | EMCOMM | Sector 2 Junction City, OR | 100 <small>(Or equivalent experience)</small> | |
| TYPE OF POSTING | OPEN DATE RANGE | RATING LEVEL | POSITION RANK | RANK SYSTEM DESIGNATOR |
| Internal and External | Open Until Closed | Non-Rated Position (V-1) | ETL (TL) AETL (SIC) | EMCM1 |
| POSITION DESCRIPTION | | | | |
| <ul style="list-style-type: none"> EMCOMM Team Leaders and Second-In-Commands (SIC) carry out all the same duties and responsibilities as regular EMCOMM personnel, but additionally are responsible for overseeing a Team of approximately 3 – 6 other EMCOMM personnel. Specifically a Team Leader is responsible for managing the operations of the team, including training for the unit. The SIC is responsible for assisting the Team Leader with leadership of the unit and can take over in emergencies. | | | | |
| TYPE OF ASSIGNMENT | | | | |
| <ul style="list-style-type: none"> This is a Primary Duty Assignment. Personnel assigned to the EMCOMM program carry out the related duties as their main role within the Central Aid Agency. Please select the position you are applying for (Choose all that apply): <p><input type="checkbox"/> EMCOMM Team Leader (TL)</p> <p><input type="checkbox"/> EMCOMM Team Second-In-Command (SIC)</p> <ul style="list-style-type: none"> PLEASE NOTE: Because this role is important to the function of the organization, personnel are required to prioritize it over other volunteer commitments, especially when their unit is activated. | | | | |

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| DESCRIPTION OF DUTIES |
| <ul style="list-style-type: none"> • Oversee and manage the operations of an EMCOMM Team and assigned personnel. • Manage certifications and standards for the unit. • Develop and oversee training for the unit. • Be the primary point of contact for the unit. • Represent the unit and be responsible for its operation and wellbeing. • Oversee the conduct and assignment of unit personnel. • Oversee tasks and duty assignments for unit personnel. • Provide radio communications capability, especially in times of emergency. • Respond to emergency situations to support operations with communications capability. • Serve as an auxiliary to Incident Management and Operational Support units. • Assist with disaster mitigation and preparedness. • Help educate the public about disaster response and communications. • Participate with the EMCOMM program. • Participate in regular training and disaster response related events. • Other related duties as assigned. |
| MEMBERSHIP REQUIREMENT |
| <ul style="list-style-type: none"> • Non-Rated EMCOMM Personnel are Non-Rated Central Aid Agency volunteers, and are not required to join the Central Aid Agency beyond the requirements of the EMCOMM program. |
| FAITH REQUIREMENT |
| <ul style="list-style-type: none"> • The EMCOMM Program is open to all and is not directly part of the Central Aid Agency faith mission. |
| HOURS / ACTIVENESS REQUIREMENTS |
| <ul style="list-style-type: none"> • Personnel must maintain the minimum activeness standards required by their membership type. |
| PAYSCALE |
| <ul style="list-style-type: none"> • This is a volunteer position |
| BENEFITS |
| <ul style="list-style-type: none"> • No benefits are currently offered for this position |

| HYGIENE AND APPEARANCE REQUIREMENTS |
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| <p>Type 5</p> <ul style="list-style-type: none"> No specific requirement, but personal hygiene and appearance must be functional for disaster response type activities. Personnel must keep good personal hygiene. |
| UNIFORM |
| <ul style="list-style-type: none"> EMCOMM personnel must wear at minimum red EMCOMM T-shirt for all official activities. EMCOMM personnel may have to wear a reflective EMCOMM vest while operating in the field. Other than vest and T-shirt, EMCOMM personnel may wear clothing of their choosing. Clothing must be appropriate for disaster response type activities. Full uniforms may be authorized and worn for some events. |
| EQUIPMENT |
| <ul style="list-style-type: none"> Equipment personally purchased by personnel is their property and they may keep it upon leaving the program. All other equipment is issued to personnel and must be returned upon leaving the program. |
| DESCRIPTION OF SELECTION PROCESS |
| <ul style="list-style-type: none"> Application Submission Interview by the chain of command (may be waived) Approval by EMCOMM or ERF leadership within the chain of command Complete any necessary training. Confirmation and deduction of points, and promotion Personnel will be on probation for up to one (1) year after initial assignment. |
| ELIGIBILITY |
| <ul style="list-style-type: none"> This role is open to Non-Rated personnel. <p>EDUCATION/WORK EXPERIENCE:</p> <ul style="list-style-type: none"> Must have at least 100 Service Points, or equivalent experience Must have at least 1 year in service with EMCOMM, or equivalent experience. Must not be on any disciplinary, probationary, or remedial processes related to EMCOMM. <p>CERTIFICATIONS:</p> <ul style="list-style-type: none"> Must complete ICS 800 within 1 month of assuming duties. Ham radio certification (Technician or above) is required. |

ABILITY/BACKGROUND:

- Must be comfortable leading others.
- Must be a competent, organized, and responsible leader.
- Must be a self-starter, self-motivated, and self-disciplined.
- Must watch out for the wellbeing of their personnel.
- Must maintain certifications and standards within the unit.
- Must be comfortable in the presence of death and/or corpses.
- Must be comfortable facing and overcoming difficult physical challenges.
- Must be comfortable wearing a uniform.
- Must be comfortable operating during stressful situations.
- Must be willing to meet the scheduling and training requirements of the unit.
- Must be comfortable around blood, first aid and/or medical emergencies.
- Must understand that deployments can happen at any time, with little or no prior notice.
- Must be comfortable operating outside usual comfort zones.
- Must be comfortable operating as part of a team and within the confines of a highly organized unit.

PLEASE PROVIDE OR ATTACH A DETAILED EXPLANATION ABOUT WHY YOU ARE INTERESTED IN / THINK YOU WOULD BE A GOOD FIT FOR THE POSITION

| APPLICATION | |
|--|--|
| LAST NAME | FIRST NAME |
| | |
| DATE OF BIRTH | LEGAL GENDER |
| | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other |
| CONTACT PHONE | CONTACT EMAIL |
| | |
| SIGNATURE | DATE |
| | |
| BELOW FOR C.A.A. PERSONNEL APPLICANTS ONLY | |
| CURRENT COMMAND OR BRANCH | CURRENT UNIT |
| | |
| CURRENT COMMANDING OFFICER | YOUR C.A.A. ID NUMBER |
| | |
| BELOW FOR AUTHORIZING OFFICER ONLY | |
| APPLICATION APPROVED | DATE |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Hold | |
| SIGNATURE | ID NUMBER |
| | |

ASSIGNMENT ORDERS

(FILLED OUT BY FILING OFFICER)

| | | | | |
|---|-----------------------------------|--|-------------------------------------|---|
| <input type="checkbox"/> New Assignment | <input type="checkbox"/> Transfer | <input type="checkbox"/> Re-Assignment | <input type="checkbox"/> Attachment | <input type="checkbox"/> Change Duty Status |
| Name (Last, First) | | Number | | |
| | | | | |
| PREVIOUS ASSIGNMENT | | | | <input type="checkbox"/> Check if none |
| COMMAND | | | | |
| | | | | |
| UNIT | | | | |
| | | | | |
| NEW ASSIGNMENT | | | | <input type="checkbox"/> Check if same as above |
| COMMAND | | | | |
| | | | | |
| UNIT | | | | <input type="checkbox"/> Check if same as above |
| | | | | |
| DATE END PREVIOUS | | DATE START NEW | | |
| | | | | |
| <input type="checkbox"/> Check if all below remaining unchanged | | | | |
| PREVIOUS SECURITY CLEARANCE | | NEW SECURITY CLEARANCE | | |
| | | | | |
| PREVIOUS RANK | RSD# | NEW RANK | RSD# | |
| | | | | |
| PREVIOUS DUTY STATUS | | NEW DUTY STATUS | | |
| | | | | |
| COMMENTS | | | | |
| | | | | |
| AUTHORIZING OFFICER | | | DATE | |
| | | | | |
| NUMBER | | | | |
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