

CENTRAL AID AGENCY

| POSITION APPLICATION | | | | |
|--|---------------------------|--|---|------------------------|
| POSITION NAME | POSITION DESIGNATION | OCCUPATIONAL SPECIALTY CODE | OPEN TO | |
| Emergency Response Team Leader / Second-In-Command | ER-3 | ERTL1 (TL) ERTSIC1 (SIC) | Rated Personnel | |
| DETAILS | | | | |
| HAZARDOUS ROLE STATUS | POSITION COMMAND | POSITION LOCATION | SERVICE POINTS REQUIRED | |
| Yes | Emergency Response | 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 | All Active Duty & Reserve NCO Rating Levels | F1 Corporal (TL) G7 Lance Corporal (SIC) | 100 |
| POSITION DESCRIPTION | | | | |
| <ul style="list-style-type: none"> Emergency Response Team Leaders and Second-In-Commands (SIC) carry out all the same duties and responsibilities as regular Emergency Response personnel, but additionally are responsible for overseeing a Team of approximately 3 – 6 other 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 Emergency Response 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"/> Team Leader (TL)</p> <p><input type="checkbox"/> 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"> • Respond to emergency situations. • Oversee and manage the operations of an Emergency Response 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. • Assist with disaster mitigation and preparedness. • Help educate the public about disaster response and preparedness. • Assist as needed with RRT, CERT, and EMCOMM programs. • Participate in regular training and disaster response related events. • Other related duties as assigned. |
| MEMBERSHIP REQUIREMENT |
| <ul style="list-style-type: none"> • Emergency Response personnel are required to be members of the Central Aid Agency in a Rated capacity. |
| FAITH REQUIREMENT |
| <p>Not Openly in Opposition to God</p> <ul style="list-style-type: none"> • Not openly in opposition to God means someone that does not openly or publically dispute or refute God, Jesus, the sanctity of the Bible, or that openly exhibits or promotes a lifestyle that is in contradiction to them. • Personnel must follow the Code of Conduct. |
| HOURS / ACTIVENESS REQUIREMENTS |
| <ul style="list-style-type: none"> • Personnel must maintain the minimum activeness standards required by their level of Rating. |
| 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

Type 2 (When in full uniform)

- Male hair may not be longer than 2 inches from the scalp when in full uniform, must be worn in an authorized professional style, and well groomed.
- Facial hair is restricted to a mustache that can extend no further than the corners of the mouth. Sideburns may not extend below the bottom of the ear opening and must have a straight front and bottom edge so that they are rectangular in appearance. The rest of the face must be clean shaven when in full uniform.
- Exemptions to this rule may be authorized on a limited basis for specific purposes or field environments, citing necessary medical, security, or operational reasons.
- Female hair may be of any length, but may have to be worn up in a military bun, or other authorized hair style, in some instances for safety reasons if it is longer than shoulder length.
- Hair color must be a natural looking if colored; off color highlights are not permitted without specific authorization. Corn rows and partially shaved hairstyles must be uniform in appearance and professional looking; and must not interfere with proper equipment fit. Dreadlocks, matted, or unkempt hair is not permitted without specific authorization. Hair must be clean and well maintained.
- Tattoos are not restricted below the neckline or above the wrists, but placement on the hands, neck, or face is not permitted. Pre-existing tattoos in these locations require special authorization. One band tattoo is authorized on the ring finger of the left or right hand between the knuckle and first joint, as long as it is ½ inch or less wide. Visible tattoos may be required to be covered while in full uniform.
- Piercings are not permitted if they are impractical or leave obvious marks when not worn. Piercings that cannot be removed, gouges, gauges, or bodily disfigurement is not permitted. Only small stud type ear piercings with dull backings should be worn on duty for safety reasons. All piercings may be required to be removed for safety or security reasons while on duty.
- Personnel must keep good personal hygiene.

UNIFORM

- ER personnel typically wear full uniforms (Class C or greater)
- ER personnel assigned to an Emergency Response Force unit will typically wear the same uniform as the rest of the unit.

EQUIPMENT

- Equipment personally purchased by personnel is their property and they may keep it upon leaving the agency.
- All other equipment is issued to personnel and must be returned upon leaving the agency.

DESCRIPTION OF SELECTION PROCESS

- Application Submission
- Interview by the chain of command (may be waived)
- Approval by ER or ERF officer within the chain of command
- Complete ICS 800 Certification.
- Confirmation and deduction of points, and promotion
- Personnel will be on probation for up to one (1) year after initial assignment.

ELIGIBILITY

- **This role is open to Rated personnel.**
- **Preference will be given to personnel that are ham radio certified.**

EDUCATION/WORK EXPERIENCE:

- Must have at least 100 Service Points, or equivalent experience
- Must have at least 1 year in service with Emergency Response, or equivalent experience.
- Must not be on any disciplinary, probationary, or remedial processes related to Emergency Response.

CERTIFICATIONS:

- Must complete ICS 800 within 1 month of assuming duties.
- Ham radio certification (Technician or above) is strongly recommended. ER personnel who are, or become, ham radio certified will be issued a radio and given preference for promotion and special assignments.

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 full 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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