

CITY OF DUBLIN

California



INVITES APPLICATIONS FOR THE POSITION OF

Disaster Service Worker

APPLY ONLINE AT WWW.CALOPPS.ORG

FILING DEADLINE

Continuous

THE POSITION

The City of Dublin is currently seeking citizens who are willing to serve as volunteers and are ready to respond whenever disaster strikes. During a catastrophic event there are enormous unmet human resource needs; having a pre-screened and well-managed reserve of volunteers is an extremely valuable community asset.

EXAMPLES OF DUTIES

Volunteers are expected to be on-call when large incidents and disasters occur. These major events include, but are not limited to, earthquakes, severe storms, tornadoes, flash floods, landslides; floods, fires, and unusual incidents that can arise out of terrorism, urban unrest or mass actions.

Whenever such large incidents occur, volunteers are to assist professional responders such as police officers, firefighters, building inspectors, care & shelter support and general emergency operations support with any tasks associated with disaster response and recover. Possible tasks include, but are not limited to:

- Care & Shelter - Assist in accruing and providing food, clothing, bedding, shelter, and rehabilitation aid; register evacuees to promote reuniting families and to support the needs of special populations; compile authoritative lists of deceased and missing persons; and other phases of emergency human services, such as maintaining morale and administering to the mental health, religious or spiritual needs of persons suffering from the effects of the disaster.
- Logistics - Under the direction of the Chief of Logistics and/or designee, assist in procurement, warehousing, and release of supplies, equipment materials, or other resources. Assist in

mobilization and utilization of public and private transportation resources required for the movement of persons, materials, and equipment.

- Search and Rescue - Under the direction of the appropriate authority, perform search and rescue operations in one or more of several areas including: search and rescue; urban search and rescue; or confined space rescue.
- Safety Assessment Inspector - Survey, evaluate and assess damaged facilities for continued occupancy or use; assist in emergency restoration of facilities for utilities, transportation, and other vital community services; and provide recommendations regarding shoring or stabilization of damaged or unsafe building or structures.
- Emergency Volunteer Center - Establish and manage volunteer reception station; distribute forms to potential volunteers; direct people with non-volunteer related inquiries to appropriate source; post urgent volunteer resource needs; establish and manager volunteer intake and referral station; conduct brief interview with prospective volunteers; register volunteers as Disaster Service Workers; ensure completion of required paperwork and administration of Loyalty Oath.
- Any clerical/administrative support wherever needed.

QUALIFICATIONS

- Be a resident of Dublin.
- Be at least 18 years of age.
- Be in good health.
- Have a DSW application on file.
- Pass background check.
- Have means of transportation.

Training & Experience : No training or prior experience required for this program, but any familiarity with CERT, safety assessment (ATC 20), first aid, shelter assistance, traffic control, radio communications, accounting, data entry, child care, animal care, customer service, debris removal, food preparation service are highly desirable.

Licenses, Certificates, Special Requirements : Possession of a valid California Class C drivers' license (desired) and Certificate of Automobile Insurance for Personal Liability (desired). Please indicate if you have any related certificate such as First Aid, CPR/AED, HAM Radio License when filling out the Disaster Service Worker Volunteer application. DSW volunteers will go through a pre-screening process that will include an application screening, background check, and LIVESCAN fingerprinting.

Knowledge of :

- First Aid, CPR/AED, or any other emergency response knowledge are highly desired but are not required.

Ability to:

- Help those in distress in a calm manner.
- Be available and respond to a disastrous event on short notice.
- Work in adverse conditions such as those resulting from a natural or man-made disaster.
- Work in a fast paced environment.
- Work under pressure.
- Safely operate a motor vehicle.
- Accurately follow and give oral and written instructions.
- Use good judgment in executing duties.

- Carry out basic clerical/administrative tasks.
- Be considerate of people in sensitive situations.
- Help those that might need special care and attention.
- Be flexible with work environment, i.e. alone, with a partner, or in a group.
- Be patient and use good public relation skills.
- Stay alert and be aware of what is happening around you to ensure personal safety. Interpret a second language is desirable but not required.

BENEFITS

There are no benefits for volunteer positions.

ABOUT THE CITY

The City of Dublin is located in eastern Alameda County, approximately 35 miles southeast of San Francisco. The City was incorporated in 1982 with a population of 46,743 within 14.59 square miles. Dublin's strategic "crossroad" location at the intersection of Interstate 580 and 680 has made the City freeway close and conveniently accessible to the Bay Area with two BART stations.

COMMITMENT TO COMMUNITY SERVICE

The City of Dublin is continually striving to enhance the services provided to our customers. The City organization is committed to creating a challenging and rewarding environment in which all employees representing the City are motivated to respond to the needs of the City's customers. In setting high standards for ourselves, we take pride in:

- Being a responsive and proactive City team, in touch with the changing needs and expectations of the Dublin community.
- Providing the highest level of quality service in all City programs and activities.
- Promoting a "can do" attitude using common sense along with technical/professional knowledge.



CITY OF
DUBLIN

Disaster Service Worker Registration

Supplemental Questionnaire

The City of Dublin is seeking enthusiastic individuals who would like to volunteer as a Disaster Service Worker during an emergency. Some of the potential duties of Disaster Service Workers are as follows:

- Help those in distress in a calmly manner.
- Be available and respond to a disastrous event on short notice.
- Work in a fast paced environment.
- Work under pressure.
- Assist in accruing and providing food, clothing, bedding, shelter, and rehabilitation aid.
- Under the direction of the appropriate authority, perform search and rescue operations in one or more of several areas.
- Provide support at the City Emergency Volunteer Center (EVC)

Instructions to Applicants:

To assist us in evaluating your skills and experience to be a DSW, this form must be submitted with your application. Do not answer the questions by referencing your resume. Answer each question separately and be sure your name is clearly identified on each page you submit.

1. Please indicate the disaster skills you possess or tasks for which you are qualified (choose all that apply):

- CERT (Community Agency Response Team)
- First Aid/CPR/AED
- Shelter Assistant
- Traffic/Crowd Control
- Radio Communications
- CA Safety Assessment Program (ATC 20) type of cert - Volunteer, Local, State
- HAM Radio License
- Other Please specify: _____

2. Please indicate office skills/general tasks you are proficient in (choose all that apply):

- Message Runner Accounting Answering Phones
- Data Entry General Clerical Computer Systems

3. Please indicate your professional/people skills you are proficient in (choose all that apply):

- Language (please note Languages in #5) Child Care Animal Care
- Medical Counselor Special Populations (seniors, disabled)
- Architect Engineer Certified Inspector

- Interviewer/Customer Service
- Legal

4. Please indicate your area of interest or manual skills you wish to be a part of (choose all that apply):

- Care & Shelter
- Heavy Labor
- Driver (list classes below)
- Building Inspection
- Carpentry
- Plumber
- Plumber
- Electrician
- Debris Removal
- Food Prep/Service

5. Please list any licenses, special certifications, languages or other special skills or knowledge you possess that might be useful in performing DSW duties:
