



Adjunct Emergency Workforce (AEW) Role Descriptions

AEW Opportunity	Role	Description
Sheltering	Shelter Specialist	Responsible for supporting all aspects of resident life within the shelter, including but not limited to assisting with shelter set up; greeting and registration; referrals to support services; distributing supplies; monitoring all areas of the shelter; assigning cots; problem solving; reporting needs and concerns; assisting with transition and discharge; and shelter breakdown. Reports directly to the Shift Supervisor.
Community Vaccination Clinics (CVC)	Greeting Controller	Responsible for assisting clients' movement throughout the CVC, both internally and externally, ensuring the orderly entry of clients and adherence to social distancing guidelines. Excellent customer service skills. Excellent oral, written, and interpersonal communication skills; proficiency using a PC and Microsoft Office software. Ability to effectively and efficiently work as a member of a team of diverse individuals. Knowledgeable with Successful Communications with People with Disabilities.
	Greeters	Greet clients upon entry to the CVC and confirm appointment registration. Move client from "Registration" to an assigned "Vaccination Lane" in PatientTrak (if used). If client does not have an appointment, notify your supervisor and coordinate with the Systems Specialist for appointment scheduling. Excellent customer service skills. Excellent oral, written, and interpersonal communication skills; proficiency using a PC and Microsoft Office software. Ability to effectively and efficiently work as a member of a team of diverse individuals. Knowledgeable with Successful Communications with People with Disabilities.
	Greeting Unit Leader	Supervise Greeters located at the CVC entrance who are responsible for directing clients as they arrive. Advise the Systems Specialist on the procedure of processing walk-up clients. Coordinate with the Intake Manager regarding capacity to receive additional clients in the Greeting Unit. Excellent customer service skills. Excellent oral, written, and interpersonal communication skills; proficiency using a PC and Microsoft Office software. Ability to effectively and efficiently work as a member of a team of diverse individuals. Knowledgeable with Successful Communications with People with Disabilities.
	Systems Specialist	The Systems Specialist utilizes tracking systems to assist those clients who are not found on the appointment list by the Greeters and any other appointment-related issues with moving clients through the registration process. Additionally, the Systems Specialist collaborates with the Greeters to manage the process of scheduling walk-up clients for appointments. Excellent customer service skills. Excellent oral, written, and interpersonal communication skills; proficiency using a PC and Microsoft Office software. Ability to effectively and efficiently work as a member of

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		a team of diverse individuals. Knowledgeable with Successful Communications with People with Disabilities.
	Data Entry Team	Enters vaccination data into tracking systems. Excellent oral, written, and interpersonal communication skills. Ability to effectively and efficiently work as a member of a team of diverse individuals.
	Data Entry Team Leader	Leads Team of 17 Data Entry positions that enter vaccination data into tracking systems. Excellent oral, written, and interpersonal communication skills. Excellent oral, written, and interpersonal communication skills. Ability to effectively and efficiently work as a member of a team of diverse individuals.
	Site Assistant	Site Assistants function as relief and surge support positions for other non-medical operational areas as needed. This position reports to the Support Services Unit Leader. Excellent oral, written, and interpersonal communication skills; customer service experience, proficiency using a PC and Microsoft Office software. Ability to effectively and efficiently work as a member of a team of diverse individuals. Knowledgeable with Successful Communications with People with Disabilities.
	IT Specialist	Monitor computer systems, assess and troubleshoot errors and lag and update and upgrade systems. Excellent knowledge of IT. Excellent oral, written, and interpersonal communication skills. Ability to effectively and efficiently work as a member of a team of diverse individuals.
	Intake Manager	The Intake Manager controls the flow of clients into the CVC. Excellent customer service skills. Excellent oral, written, and interpersonal communication skills; proficiency using a PC and Microsoft Office software. Ability to effectively and efficiently work as a member of a team of diverse individuals.
	Situation Unit Leader	The Situation Unit Leader (SITL) is responsible for collecting and organizing incident status and information and evaluating, analyzing, and displaying that information for use. Excellent oral, written, and interpersonal communication skills; proficiency using a PC and Microsoft Office software. GIS skills are a plus. Knowledgeable in the use and outlets of all forms of media. Individual should be organized and friendly.
	Deputy CVC Manager	The Deputy CVC Manager (Medical) works with the CVC Manager to ensure the successful operation of the CVC and assumes the role of the CVC Manager if necessary. Oversee all Vaccination Unit activities and suggest changes to CVC processes to improve efficiency. Maintain awareness of CVC staffing levels to ensure accountability and project needs. Individual should be organized, detail oriented with IT skills.

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	CVC Manager	The CVC Manager directs CVC operations, coordinates with the Command Post and onsite support agencies, and supervises CVC leadership in all functional areas of the CVC. Excellent oral, written, and interpersonal communication skills; proficiency using a PC and Microsoft Office software. Ability to effectively and efficiently work as a member of a team of diverse individuals.
	Support Services Unity Leader	Oversees multiple ancillary CVC functions, including language interpretation services and support staff for other Units of the CVC. Supervises the Language Team Leader and Site Assistants. Supervisory experience, excellent oral, written, and interpersonal communication skills; proficiency using a PC and Microsoft Office software. Ability to effectively and efficiently work as a member of a team of diverse individuals. Knowledgeable with Successful Communications with People with Disabilities.
	VEST/Region Admin Support	VEST Admin Support positions will be available to support documentation and communication between collaborative parties such as different state agencies, to and from the VDEM Regional offices, and others working in the VEST with mostly administrative type task. Excellent oral, written, and interpersonal communication skills; customer service experience, proficiency using a PC and Microsoft Office software. Ability to effectively and efficiently work as a member of a team of diverse individuals.
	Assistant Public Information Officer	Assist the PIO and interfaces with the public, media, various agencies, and the private sector to meet incident-related information needs. Assist the PIO with gathering, verifying, coordinating, and disseminating, accessible, meaningful, and timely information about the incident for internal and external audiences. Excellent oral, written, and interpersonal communication skills; proficiency using a PC and Microsoft Office software. Knowledgeable in the use and outlets of all forms of media. Individual should be organized and friendly.
	Public Information Officer	The PIO interfaces with the public, media, various agencies, and the private sector to meet incident-related information needs. The PIO gathers, verifies, coordinates, and disseminates, accessible, meaningful, and timely information about the incident for internal and external audiences. Excellent oral, written, and interpersonal communication skills; proficiency using a PC and Microsoft Office software. Knowledgeable in the use and outlets of all forms of media. Individual should be organized and friendly.
	Safety Officer	Knowledgeable of all COVID-19 related safety measures and Health Department Procedural Memorandums(PMs).The Safety Officer (SOFR) evaluates safety hazards, recommends control measures, and coordinates with facility and law enforcement personnel as needed to ensure all safety hazards are addressed at the CVC. Responsible for the development of the General

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		Safety Message and all incident objectives for health and safety implications (ICS 202), the Special Instructions attached to the Assignment Lists (ICS 204), the Medical Plan (ICS 206), and the Site Safety Plan/Message (ICS 208).
	Assistant Safety Officer	Knowledgeable of all COVID-19 related safety measures and Health Department Procedural Memorandums(PMs).The Safety Officer (SOFR) evaluates safety hazards, recommends control measures, and coordinates with facility and law enforcement personnel as needed to ensure all safety hazards are addressed at the CVC. Responsible for the development of the General Safety Message and all incident objectives for health and safety implications (ICS 202),the Special Instructions attached to the Assignment Lists (ICS 204), the Medical Plan (ICS 206), and the Site Safety Plan/Message (ICS 208).
	Logistics Unit Leader	Supervisory experience. Oversees all logistical needs of the CVC, including CVC set-up, operational needs, and demobilization. Knowledgeable on Storage and Handling Guidelines for Moderna and Handling Medical Waste PM. Ability to effectively and efficiently work as a member of a team of diverse individuals. Individual should be organized and have an eye for detail.
	Logistics Assistant	Oversees all logistical needs of the CVC, including CVC set-up, operational needs, and demobilization. Knowledgeable on Storage and Handling Guidelines for Moderna and Handling Medical Waste PM. Ability to effectively and efficiently work as a member of a team of diverse individuals. Individual should be organized and have an eye for detail.