

CENTRAL AID AGENCY

POSITION APPLICATION				
POSITION NAME	POSITION DESIGNATION	OCCUPATIONAL SPECIALTY CODE	OPEN TO	
CERT Team Leader / Second-In-Command	CERT-3	CTL1 (TL) ACTL1 (SIC)	Non-Rated Personnel	
DETAILS				
HAZARDOUS ROLE STATUS	POSITION COMMAND	POSITION LOCATION	SERVICE POINTS REQUIRED	
Yes	CERT Program	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)	CERT1
POSITION DESCRIPTION				
<ul style="list-style-type: none"> CERT Team Leaders and Second-In-Commands (SIC) carry out all the same duties and responsibilities as regular CERT personnel, but additionally are responsible for overseeing a Team of approximately 3 – 6 other CERT 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 CERT 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"/> CERT Team Leader (TL)</p> <p><input type="checkbox"/> CERT 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. 				

DESCRIPTION OF DUTIES
<ul style="list-style-type: none"> • Oversee and manage the operations of a CERT 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. • Assist with disaster mitigation and preparedness. • Help educate the public about disaster response and preparedness. • Participate with the C.A.A. CERT program. • Participate in regular training and disaster response related events. • Complete other tasks as assigned.
MEMBERSHIP REQUIREMENT
<ul style="list-style-type: none"> • CERT Personnel are Non-Rated Central Aid Agency volunteers, and are not required to join the Central Aid Agency beyond the requirements of the CERT program.
FAITH REQUIREMENT
<ul style="list-style-type: none"> • The CERT 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
<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

- CERT personnel must wear at minimum red CERT T-shirt for all official activities.
- CERT personnel may have to wear a reflective CERT vest while operating in the field.
- Other than vest and T-shirt, CERT 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

- 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

- Application Submission
- Interview by the chain of command (may be waived)
- Approval by CERT 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

- **This role is open to Non-Rated personnel.**

EDUCATION/WORK EXPERIENCE:

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

CERTIFICATIONS:

- 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				