



Now accepting applications for:
Emergency Operations Center Staff

JOB DUTIES

CRESA is seeking qualified volunteers to serve in the Clark Regional Emergency Operations Center. The Emergency Operations Center (EOC) serves all the cities and unincorporated areas within Clark County during times of disaster or other local and regional emergencies, helping to coordinate information and resources. All positions are voluntary, although many local government employers continue to provide normal hourly or salary compensation to the volunteer during the time of their EOC service. All necessary disaster-specific training is provided to the EOC volunteer once the applicant has been approved.

Duties include:

- Communicate with other disaster responders via phone, e-mail, fax, and/or radio.
- Depending on the specific EOC assignment, may interact with various agencies and officials, members of the general public, or the media.
- Use all available resources to locate and share necessary information and provide logistical support to attain mission objectives.

QUALIFICATIONS

- Ability to successfully pass a basic background check.
- Ability to communicate effectively with other EOC staff and external agencies either verbally, via phone and/or computer.
- Ability to complete required trainings and drills.
- Willing to be participate in and be available for long hours on short notice, and/or non-customary workdays or hours.
- Team-player attitude, with ability to maintain positive interpersonal skills in a high-stress environment.
- Ability to follow specific instructions with respect to policies, procedures, documentation, and reporting requirements.
- See specific position requirements for additional requirements for various EOC sections and positions.

SALARY & BENEFITS

The position is voluntary. No compensation, either in salary or in benefits, is provided by CRESA.

EQUAL EMPLOYMENT OPPORTUNITY CRESA is an equal opportunity employer and is committed to providing equal opportunity and access to services regardless of race, religion, creed, color, national origin, age, sex, sexual orientation, veteran status, disabled veteran status, or physical, mental or sensory disability. Agency Services (including volunteer recruitment and coordination of volunteers) are conducted to ensure open competition, provide equal employment opportunity and prohibit discrimination based on race, political views, religion, sex, marital status, sexual orientation, national origin, age, mental or physical disability, or other non-merit factors. Women, minorities, veterans, and persons with disabilities are encouraged to apply. CRESA will provide reasonable accommodation for persons with disabilities for services, including during the selection process if requested. Please notify the Human Resources Manager of the accommodation needed, preferably at the time of application, but at least two days prior to the date needed.

DRUG FREE WORKPLACE – CRESA maintains a drug-free workplace. Some applicants who have some past history of illegal drug usage may still qualify for employment. The standards are based on the drug used, the frequency of use, and how recently the drug use occurred.

NOTE *This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.*

APPLICATION SUBMISSIONS & REQUESTS:

1. ***Please read all application materials thoroughly***
2. CRESA's application and supplemental questionnaire are required; other materials may also be attached
3. All applications become the property of CRESA. Applications that are not accepted will be destroyed.



For an alternate format of this information, contact CRESA's ADA Compliance Office:
Voice (360) 737-1911; TTY (360) 992.9224; Email cresa@clark.wa.gov



Clark Regional Emergency Services Agency

710 West 13th Street, Vancouver, Washington 98660
Phone – (360) 737-1911
Fax – (360) 694-1954; **Website** – www.cresa911.org
TDD (for Hearing Impaired) – (360) 992-9224

VOLUNTEER APPLICATION

Type or legibly print this application using dark ink. Fill out application in its entirety, even if you are attaching a resume.

CRESA is an equal opportunity employer, and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

APPLICANT INFORMATION

Position(s) Applying For

Last Name		First Name		Middle Initial
Address		City	State	Zip + Four
Home Phone ()	Cell Phone ()	Work Phone ()		Email address

I hereby certify that all information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that falsification, misrepresentation or omission of any facts in said documents may be cause for denial of volunteer assignment or immediate termination of volunteer status regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee volunteer placement. I also understand and acknowledge that, unless otherwise defined by applicable law, any volunteer relationship with this organization may be ended by either party at any time with or without notice or cause.

If assigned as a volunteer, I agree to conform to CRESA's rules, regulations and written directives at all times and understand that such obedience is a condition of volunteer service.

I understand that I may be required to submit to a background and/or reference check as a condition of volunteer assignment. I understand that unsatisfactory result from, refusal to cooperate with, or any attempt to affect the results of the background check or process will result in withdrawal of any volunteer status assignments.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Applicant Signature _____
Date

GENERAL ELIGIBILITY

Are you at least 18 years old? **Yes** **No**

CONVICTIONS: Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations? (Do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old.)

Yes **No** If Yes, please explain. (A conviction record will not necessarily bar you from service.)

Date of Conviction	Charge	Sentence / Disposition

DRUG FREE WORKPLKACE: CRESA is committed to maintaining a drug-free workplace for the safety and health of all employees, volunteers and citizens. Unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, is strictly prohibited in the workplace.

