

SHELTER REGISTRATION TEAM LEADER

TYPE	TYPE 1	NO TYPE 2
DESCRIPTION	The Type 1 Registration Team Leader manages up to seven workers during the shelter registration process.	Not Applicable
CATEGORY	CRITERIA	CRITERIA
EDUCATION	Not Specified	Not Applicable
	NOTES: Not Specified	
TRAINING	Completion of: <ol style="list-style-type: none"> 1. ICS/IS-100: Introduction to Incident Command System 2. ICS/IS-200: ICS for Single Resources and Initial Action Incidents 3. IS-700: National Incident Management System (NIMS), An Introduction 4. IS-800: National Response Framework, An Introduction 5. American Red Cross Shelter Operations training or equivalent 	Not Applicable
	NOTES: Not Specified	
EXPERIENCE	Knowledge, Skills, and Abilities (KSA): <ol style="list-style-type: none"> 1. Knowledge of the needs and services of populations with access and functional needs, sheltered as defined in the National Response Framework and the Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters 2. Knowledge of support and operational functions used in the type of shelter operated, to minimally include administration and record keeping, shelter reporting systems, client services, and registration forms and records 3. Communication skills, including written, verbal, and effective listening 4. Basic word processing or data entry skills Experience: <ol style="list-style-type: none"> 1. As a shelter registration worker in long-term shelter operation exceeding four consecutive days 2. Experience managing teams or personnel 3. Working with safety and security issues and concerns 	Not Applicable
	NOTES: Not Specified	
PHYSICAL/ MEDICAL FITNESS	Ability to perform duties under arduous circumstances characterized by working consecutive 12-14 hour days under physical and emotional stress for sustained periods of time	Not Applicable
	NOTES: Not Specified	

TYPE	TYPE 1	NO TYPE 2
<p>CURRENCY</p>	<p>Currency for this position can be maintained by:</p> <ol style="list-style-type: none"> Operational incident experience or participation in exercises, drills, or simulations, within five years National background checks, completed within 12 months, including sex offender registries, a social security trace-based criminal history, and any other background checks required by state law 	<p>Not Applicable</p>
	<p>NOTES: Nothing in this section requires anything prohibited by state law.</p>	
<p>PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS</p>	<p>Not Specified</p>	<p>Not Applicable</p>
	<p>NOTES: Not Specified</p>	

DRAFT

TYPE	NO TYPE 3	NO TYPE 4
DESCRIPTION	Not Applicable	Not Applicable
CATEGORY	CRITERIA	CRITERIA
EDUCATION	Not Applicable	Not Applicable
	NOTES: Not Specified	
TRAINING	Not Applicable	Not Applicable
	NOTES: Not Specified	
EXPERIENCE	Not Applicable	Not Applicable
	NOTES: Not Specified	
PHYSICAL/ MEDICAL FITNESS	Not Applicable	Not Applicable
	NOTES: Not Specified	
CURRENCY	Not Applicable	Not Applicable
	NOTES: Not Specified	
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Applicable	Not Applicable
	NOTES: Not Specified	

DRAFT – Pre-Decisional – DRAFT
SHELTER REGISTRATION TEAM LEADER

ORDERING SPECIFICATIONS OR DESIGNATIONS

- Can be ordered as a single resource.
- Can be ordered in conjunction with a NIMS typed team (Shelter Management Team).
- Can be ordered in conjunction with a NIMS typed unit.
 1. Logistics for deploying this position, such as security, lodging, transportation, meals, etc., should be discussed prior to deployment of this resource.
 2. Team members can work up to 12 hours per shift, are self-sustained for 72 hours, and deployable for up to 14 days.

REFERENCES

1. NIMS 508-9: Shelter Management Team
NOTE: This resource typing definition is under development by the National Integration Center and is being released for National Engagement
2. National Response Framework (NRF)
3. FEMA Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters
4. Further guidance on sheltering may be found on the National Voluntary Organizations Active in Disaster (VOAD) website at www.nvoad.org

NOTE

Nationally typed resources represent the minimum criteria for the associated category.