Volunteer (Minnesota Responds MRC) Coordinator

Position Assigned To: _____

Job Shift(s):_____

You Report to: DOC Logistics Chief or designate

You Supervise: Any Additional Health Volunteer Deployment Staff

Mission: facilitate requests for health volunteers from operations managers, partners, and the state. Notify, activate, and deploy the health volunteers from the Minnesota Responds Medical Reserve Corps system.

Equipment and Resources: Laptop computer (with high-speed internet connection), incident log sheet, two-way radio (if used), notebook, cell phone and phone capable of receiving multiple callbacks. Also have access to 24/7 contact list, and the Minnesota Responds local administrator list

Duties

Pre-deployment Information	
1. Request Date/Time	
2. Requesting person or agency and Contact Information	
3. Internal person/authority approving request	Add specific procedure
4. Who is responsible for liability and worker's compensation?	Add discussion and examples
5. Brief description and location of incident	
6. Mission parameters i.e. staffing for clinic, alternate care site	
7. Number and occupation type/specialty being requested – is the request for hospital personnel?	

Health Volunteer Job Action Sheet **DRAFT 1.08.08**

Pre-deployment Information	
8. Date(s) or length of time service might be expected	
9. Estimated length of service	
10. Hardships at incident (work and environmental risks)	
11. Other considerations	
12. Where does volunteer respond to and who is the contact person at site	
13. Pre-deployment training needs and who will provide	
14. Paperwork is current <u>and things to bring</u>: □ MN Responds registration □ Health status forms □ Consent forms	Create a things to bring list - Emergency contact information – Family emergency communication plan They have a copy of Picture ID and copy of license, certification, or endorsements
15. Volunteer Roster Spreadsheet	
16. Families and employers concerns addressed	
17. Are special IDs to access incident needed and who will provide	
18. Expense reimbursement if any i.e.	

Pre-deployment Information	
transportation, food, lodging, supplies	
19. Method for contact and frequency of check-in	
20. Describe activation/deployment process	

During:

1. Utilizing MN Responds, initiate call up. Instructions for use are in _____.
2. Document all actions
3. Account for individuals responding (i.e name, qualifications, and trainings) using Excel spreadsheet "volunteer call-up roster"
4. Provide lists to onsite volunteer coordinator and staff check in

After:

1. Review volunteer response with onsite volunteer coordinator.
2. Update MN Responds profiles