



AMERICAN RED CROSS OF GREATER LOS ANGELES VOLUNTEER JOB DESCRIPTION SUMMARY Chapter Staff Health Reviewer

The primary responsibility of the Chapter Staff Health Reviewer is to assess Health Status Records submitted by volunteers and staff and apply hardship codes as appropriate. The Reviewer/Co-Reviewer (should the position be divided between more than one volunteer) receives administrative guidance and support from the Supervisor, Health Services in accordance with the Chapter disaster plan and national directives.

LENGTH OF APPOINTMENT

The term of office is one year; incumbent(s) may be re-appointed for a maximum of three consecutive terms.

SELECTION PROCESS

The volunteer(s) chosen for this position will be appointed by the Supervisor, Health Services, with the approval of the Manager for Emergency and Disaster Response Personnel.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities include, but are not limited to, the following tasks:

1. Utilize the Physical Capacity Grid and Medical Guidelines to review and evaluate new and annual Chapter health forms, including:
 - Applying appropriate hardship or restricted medical codes to DSHR files;
 - Documenting and maintaining confidentiality of Health Status Review forms;
 - Informing in writing the appropriate people, including the member, of the results of the review;
2. Respect and support the individual's rights to make health care decisions for themselves;
3. Understand the process for an ADA accommodation;
4. Assist the Supervisor, Health Services in volunteer outreach to ensure all Chapter members and staff complete annual Health Status Review updates;
5. Assist in reviewing pre-deployment questionnaires.

RESPONSIBLE TO:

Supervisor, Health Services

REQUIREMENTS OR PREREQUISITES:

1. Commitment to the Red Cross mission and philosophy of volunteer service and the ability to instill enthusiasm for volunteer service;
2. Must be a California licensed health professional with a current, valid license as an MD,

- DO, or RN;
3. Current member of the Disaster Services Human Resource System (DSHR), deployment experience is a plus;
 4. Strong oral, written and computer communication skills including the ability to speak confidentially to members regarding sensitive, personal health issues;
 5. Good clinical judgment and the ability to maintain confidential, locked medical files;
 6. Intermediate computer skills including Word, Excel and Outlook;
 7. Willingness and ability to learn additional computer systems such as Salesforce and DSHR;
 8. General knowledge about the work responsibilities and tasks of the various Red Cross Groups and Activities.

TRAINING REQUIREMENTS:

Fulfilling Our Mission
 Health Services Response Workshop
 First Aid and CPR/AED for the Professional Rescuer
 Fundamentals of Staff Services
 Staff Health: An Overview
 Staff Health: Deploying a Healthy Workforce
 Mass Care: An Overview
 Shelter Operations
 Shelter Simulation

RECOMMENDED BUT NOT REQUIRED:

Psychological First Aid
 Staff Health: Working on Disaster Relief Operations
 Disaster Kitchen Training
 Basic Food Safety
 Diversity and Cultural Competence in Service Delivery and Outreach

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

 Volunteer Signature

 Print Name

 Date

 Appointing Staff Member

 Title

 Date