

Local Shelter Job Action Sheet

Operations: Shelter Manager

2022

Job Description		
<ul style="list-style-type: none"> ▪ Responsible for all aspects of operating a local shelter facility 		
<ul style="list-style-type: none"> ▪ Ensures the provision of basic shelter services 		
<ul style="list-style-type: none"> ▪ Ensures the health and safety of shelter staff and clients 		
<ul style="list-style-type: none"> ▪ Requests shelter expenditures for final approval by the Regional Shelter Supervisor or Incident Commander 		
<ul style="list-style-type: none"> ▪ Collects and maintains all job Activity Logs and submits reports for the sheltering response to the IC/EOC 		
Reports to	Contact Information	
Regional Shelter Supervisor or Incident Commander		
Supervises		
Ombudsman		
FNSS Advisor		
Safety/Security Team Leader		
Registration Team Leader		
Volunteer Management Unit		
Care Management Team Leader		
Food Unit		
Dormitory Team Unit	Includes Childcare Team	
Case Management Team Unit		
Medical Team Unit	Includes Behavioral Health Team	
Facility Team Leader		
Janitorial Unit		
Supplies Unit		
Utilities Unit		
<input type="checkbox"/> Transportation Unit		
<input type="checkbox"/> Pet Team Leader		
Partner Agencies	Contact Information	
<input type="checkbox"/> American Red Cross (ARC)		
<input type="checkbox"/> Salvation Army		
<input type="checkbox"/> Medical Reserve Corps and/or CERT	www.wmmrc.org	
<input type="checkbox"/> Board of Health, Building, Fire, Police		
<input type="checkbox"/>		
Forms, Protocols, and Other Resources		
Item	Description/Notes	Quantity/Location
<input type="checkbox"/> Regional Shelter SOP (SOP)		
<input type="checkbox"/> Job Action Sheets for all positions (JAS)	In Forms Section of Shelter Plan	At Least 2 copies
<input type="checkbox"/> Sign In/Out Time Sheets (FORM)	Forms Section of Shelter Plan	
<input type="checkbox"/> Facility Opening/Closing Assessment Form (FORM)	In Forms Section of Shelter Plan	
<input type="checkbox"/> Activity Log (FORM)	In Forms Section of Shelter Plan	
Resource Request ICS 308 (FORM)		
Shelter Policies (FORM)		