### SHELTER FUNCTION LEADER

<table>
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<tr>
<th>TYPE</th>
<th>TYPE 1</th>
<th>NO TYPE 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION</td>
<td>The Type 1 Shelter Function Leader is responsible for a functional area within a shelter operation such as Reunification, Feeding, or Donated Goods Coordination.</td>
<td>Not Applicable</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>CRITERIA</th>
<th>CRITERIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUCATION</td>
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<td>Not Applicable</td>
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**NOTES:** Not Specified

<table>
<thead>
<tr>
<th>TRAINING</th>
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</tr>
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<tbody>
<tr>
<td>Completion of:</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>1. ICS/IS-100: Introduction to Incident Command System</td>
<td></td>
</tr>
<tr>
<td>2. ICS/IS-200: ICS for Single Resources and Initial Action Incidents</td>
<td></td>
</tr>
<tr>
<td>3. IS-700: National Incident Management System (NIMS), An Introduction</td>
<td></td>
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<tr>
<td>5. American Red Cross Shelter Operations training or equivalent</td>
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**NOTES:** Not Specified

<table>
<thead>
<tr>
<th>EXPERIENCE</th>
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</tr>
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<tbody>
<tr>
<td>Knowledge, Skills, and Abilities (KSA):</td>
<td>Not Applicable</td>
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<tr>
<td>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</td>
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</tr>
<tr>
<td>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, registration forms and records</td>
<td></td>
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<tr>
<td>3. Communication skills, including written, verbal, and effective listening.</td>
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<tr>
<td>4. Basic word processing or data entry skills</td>
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</table>

Experience:

1. As a shelter worker in a long-term shelter operation exceeding four consecutive days
2. Experience managing teams or personnel
3. Working with safety and security issues and concerns

**NOTES:** Not Specified

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<tr>
<td>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</td>
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| CURRENCY | Currency for this position can be maintained by:  
1. Operational incident experience or participation in exercises, drills, or simulations within five years  
2. 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 | Not Applicable |
| PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS | Not Specified | Not Applicable |

NOTES: Nothing in this section requires anything prohibited by state law.
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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
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.