

SNOHOMISH COUNTY JOB DESCRIPTION
TEMP - EMERGENCY MANAGEMENT WORKER

Spec No. 9151

BASIC FUNCTION

Offer support and assistance to people in need. This position may help clients with basic needs in setting such as emergency and cold weather shelters, food banks, isolation and quarantine sites, and may help individuals apply for social services.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides assistance to specific sections within the ECC structure, such as communications, resourcing, planning, multi-agency coordination, administration or joint information.
2. During ECC activations, assists with the coordination of various facets of disaster response and recovery activities. In this capacity, the incumbent may work extended hours for periods that may last for several days or weeks
3. Assists with the coordination of emergency management volunteers. Works with food programs and shelter staff to identify volunteer needs; recruits, trains, and schedules volunteers; communicates daily status of food program and shelter operations and needs to the Department of Emergency Management Director or their designee.
4. Helps administer food support distribution services, to include the transport of foodstuffs; supports warehouse services in the form of cleaning, sanitizing, and organizing.
5. Aides in shelters by guiding, assisting, and supporting shelter residents; including supporting intakes/discharges and assisting with resident movement monitoring. Helps ensure program and facility safety, including cleaning and sanitizing shelter.
6. Offers support and assistance to people in need including connecting individuals to housing, food assistance, applying for social services, connecting people to behavioral health support and medical services.

STATEMENT OF OTHER JOB DUTIES

Performs related duties as required.

MINIMUM QUALIFICATIONS

One (1) year of experience in Social Work, Psychology, Human Services, Emergency Management or related field; AND two years education in Social Work, Psychology, Human Services, Emergency Management or related field; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities.

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SPECIAL REQUIREMENTS

Valid Washington State Driver's License is required.

Candidates for employment must successfully pass a criminal background investigation.

KNOWLEDGE AND ABILITIES

Knowledge of:

- diverse populations, with sensitivity to differences in culture, religion, sexual orientation, race, age, and physical and mental illness

Ability to:

- deal courteously, professionally and tactfully with internal and/or external partners, agencies and the public
- respond responsibly in emergency and crisis situations
- work effectively as a member of a team and with diverse populations communicate effectively both orally and in writing
- Work effectively in a constantly changing environment

SUPERVISION

Employees independently perform duties assigned by the Emergency Coordination Center; ultimately supervised by the director or designee.

WORKING CONDITIONS

This is a temporary position hired during periods of heightened activity, such as activation of the ECC. Work may be performed throughout Snohomish County. Site locations could include emergency shelters, food banks and meal programs, cold weather shelters, isolation and quarantine sites, and other locations as needed. Regular work hours are generally Monday through Friday, 8-5PM; however, employees may be assigned to work an 8-hour shift over the weekend, graveyard shift, swing shift and/or holidays as required.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 2006 Revised: March 2014, June 2020

Revised and retitled: June 2019

EEO Category: 5 - Paraprofessionals

Pay Grade: 233 – Classified Pay Plan

Workers Comp: 1501 Hazardous