



County Administrator's Office

340 South Sixth Street, Wytheville VA 24382-2598

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Position: Community Emergency Response Team Leader (CERT)

Department: Emergency Services

Reports To: Deputy Director Emergency Services

Location: 440 West Franklin Street, Wytheville, VA

FLSA Status: Volunteer

Full-time/Part-time: Part-time

Seasonal: No

Posted Until: Until Filled

Summary

The Wythe County Community Emergency Response Team (CERT) is comprised of volunteer citizens, who are trained in basic life safety and emergency preparedness skills. The program is community-based to provide rapid and safe care for our residents and to provide support to the County's emergency personnel in the event of a major incident or large-scale disaster. The Wythe County CERT Team has made Shelter Administration and county disaster response its primary focus as a means of building team and community awareness, trust, and reliability. The team has and will continue further training to provide residents and first responders with the most effective support. It will also focus on public education in order to increase emergency preparedness.

Work Schedule

- As needed

Essential Functions

- Shelter management
- Traffic control
- Support for County sponsored events
- Aid and assistance with Point of Distribution (POD) activities
- Coordination with Web EOC
- Public (Adult and Child) education for home emergency preparedness
- Enhanced and expanded knowledge through specialized, invited trainers
- Crowd control
- Post-disaster damage assessment
- Disaster response assistance

Knowledge, Skills, and Abilities

- Ability to make quick and informed decisions under pressure
- Knowing when and how to delegate tasks based on team members strength and the situation at hand
- Maintaining composure and instilling confidence in others during chaotic situations
- Ability to relay instructions and information clearly to both the team and external agencies
- Ensuring team members feel heard and understood
- Accurately recording information for post-event reviews and maintaining communication with emergency management agencies
- Being able to think on your feet and adjust plans as new challenges arise
- Quickly assessing an emergency scene to determine priorities and the best course of action
- In-depth understanding of CERT protocols and skills, including triage, search and rescue, fire suppression, and basic first aid
- Familiarity with the ICS and how to effectively operate within that structure
- Awareness of local risks (e.g., earthquakes, floods, wildfires) and how to address them
- Managing team dynamics, ensuring members are working together toward a common goal
- Motivating the team, especially when the situation becomes stressful or prolonged
- Addressing interpersonal conflicts that may arise in high-stress environments
- Identifying critical tasks that need immediate attention and ensuring they are completed promptly
- Ensuring that resources (personnel, equipment, time) are used effectively
- Being physically fit enough to handle long hours in challenging environments
- Leading by example in terms of stamina, safety practices, and work ethic
- Understanding hazards and ensuring that safety protocols are adhered to for the team and the public
- Leading efforts to protect the team and ensuring the safety of civilians during response operations
- Building relationships with local authorities, other volunteer groups, and organizations like the Red Cross, fire departments, etc.
- Developing relationships with local communities, understanding their needs, and engaging in preparedness efforts
- Keeping calm and making decisions under pressure, while managing the stress of the team
- Preparing the team for various types of emergencies with regular drills and exercises

Education and Experience

- High School diploma or GED
- Minimum 4 years of management experience
- First Aid and CPR certification
- ICS 100, ICS 200, ICS 700, and ICS 800
- Will be required to take the FEMA Citizen Emergency Response train-the-trainer in the first 3 months of employment
- Valid VA Drivers License and clear driving record

Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force

- Work regularly requires sitting, frequently requires speaking or hearing, and using hands
- Occasionally requires standing, walking, reaching with hands and arms, lifting, and repetitive motions
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas using the spoken word
- Hearing is required to perceive information at normal spoken word levels
- Work requires preparing and analyzing written or computer data
- Operating motor vehicles or equipment and observing general surroundings and activities
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.

As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.