



## JOB ACTION SHEET

## Human Resources Coordinator

Reports to	Primary Coordinator
Goal	To organize and direct Volunteers responsible for dispensing activities and assure communication with the Primary Coordinator
Qualifications	Extensive supervisory experience, strong communication, organizational, and leadership skills
Materials and Equipment	Closed POD Plan, Command Coordinator vest, ID, pens, pencils, clipboard, radio
Assigned area	All Closed POD areas

### INITIAL ACTIONS

- Read this entire **Job Action Sheet**.
- Set up POD volunteer sign in/out process.
- Assign **Volunteers**.

### Command Briefings and Set-up

- Report to the **staging area**.
- Sign in to the Closed POD, put on **vest** and ID.
- Complete a **Medication Screening Form**.
- Take part in the Closed POD **Command Briefings** to all POD volunteers.
- Give the Command Briefing to Greeter, Screener, Dispenser, and Exit Monitor Volunteers.
- Hand out Job Action Sheets to Greeter, Screener, Dispenser, and Exit Monitor Volunteers.
- Make sure all forms, medication and **Patient Information Packets** are at the correct stations.
- Create a schedule for Volunteer breaks.

### Medication

- Prior to opening the Closed POD to **recipients**, report to the **ballroom dispensing area**.
- Receive medication from the Dispenser. Take your first **dose** immediately.

### ONGOING TASKS

- Monitor Volunteers for stress or fatigue.

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- Manage the break schedule. Make sure Volunteers have adequate access to food, water, and bathroom breaks.
- Report any **queue** disruptions to the Primary Coordinator.
- Randomly check Volunteers. Check that forms are 100% complete and legible. Check that Volunteers dispense medication accurately. Perform these checks every half hour.
- Watch the **flow** of recipients to identify any **bottlenecks**. Report bottlenecks to the Primary Coordinator.
- Respond to requests from the Greeter regarding recipients who need special assistance.
- Identify **symptomatic** recipients. Report them to Primary Coordinator for help getting to a medical facility.
- Give a Command Briefing to new Volunteers when shifts change.

### STAND DOWN

- When you receive **stand-down** notification, give your Volunteers a verbal cue to stand-down.
- When operations end, take part in the volunteer debriefing.
- Return all unused supplies and materials to the Logistics Coordinator.
- Report supplies and materials that need to be refilled to the Primary Coordinator.
- Sign out.