



Unit Administrative Specialist

(This is a volunteer position)

Principal Duties:

- Principal Unit liaison with EMSA
- Serves as initial Unit contact for new and prospective members.
- Point of contact to EMSA for receiving, sending and processing documents related to Unit administration
- Is principle Unit contact to EMSA during Acceptance Process of new members.
- Facilitates new candidates in initiating and completing CAL-MAT registration process (non-sensitive documents).
- Reports to Program Division Manager
 - Develops and submits monthly Activities Log
- Maintains Unit Personnel Roster
 - Maintained via DHV System
- Verifies Unit member availability for deployment
- Organizes roster in accordance with Activation Protocol
- Attends meetings as requested with EMSA

Qualifications:

At least 2 years related experience sufficient to provide the applicant with the requisite knowledge and skills necessary to successfully execute the Principal Duties. Proficiency in:

Basic computer skills in using laptops, PCs, etc.

Adobe, Microsoft Office, etc.



Unit Training Specialist

(This is a volunteer position)

Principal Duties:

- Administers the Training Program for local CAL-MAT Units
- Works with CAL-MAT Division Manager to identify individual and Unit training needs, and reports this to the Program Division Manager
- Works with CAL-MAT Division Manager to develop a training program to adequately address those needs
- Develops an annual training calendar
- Attends meetings as requested with EMSA
- Facilitates, coordinates and or leads training classes, workshops, trainings, drills and exercises, including with other CAL-MAT Units.

Qualifications:

2 years relevant experience in training programs for programs such as DMAT, USAR, or relevant emergency response. Experience should include management, oversight, coordination, etc. Proficiency in:

Basic computer skills in using laptops, PCs, etc.

Adobe, Microsoft Office, etc.



Unit Medical Officer

(This is a volunteer position)

Principal Duties:

- Provides recommendations to EMSA on Unit personnel who may not be fit for field deployment
- Clears personnel for N-95 Fit
- Works with the Unit Training Specialist in developing training topics
- Attends meetings as requested with EMSA
- Provides overall medical input on non-deployment, steady state issues

Qualifications:

A Doctor of Medicine or Doctor of Osteopathy degree from a school in the United States or Canada approved by a recognized accrediting body in the year of the applicant's graduation, or a Doctor of Medicine or equivalent from a foreign medical school substantially equivalent to accredited schools in the US, as demonstrated by permanent certification.

In addition, applicants must have at least one year supervised experience in a clinical setting, i.e., internship or first year of residency. Applicants must be licensed to practice in the State of California and have no negative disciplinary history.

Field disaster experience desired, but not required.