

JOB DESCRIPTION

HALIFAX EMERGENCY MANAGEMENT VOLUNTEER ORGANIZATION



TITLE: Comfort Centre Manager (CCM)

VOLUNTEER GROUP: Joint Emergency Management (JEM)

REPORTS TO: JEM Team Duty Officer

DATE: February 2022

JOB SUMMARY

The Comfort Centre Manager (CCM) is a volunteer position within the HRM EM organization that is staffed when a municipally sponsored Comfort Centre has been opened in support of an emergency event and is the overall in-charge person within the Centre. The Comfort Centre Manager is specific to a location and may only manage one Centre at a time.

REQUIRED TRAINING & CERTIFICATES

- Comfort Centre Levels 1 & 2
- NS Health Food Handling Course
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PREFERRED QUALIFICATIONS AND SKILLS

- Must be registered as HRM EM volunteer.
- ICS100
- Radio Communications

DUTIES

- On-site representative of the local JEM team
- Set up and overall management of the Comfort Centre
- Tear down and return of the Comfort Centre to pre-opening conditions
- Administration of the Comfort Centre
- Safety of all persons on site
- Conflict resolution of any personnel matters
- Coordinates all logistics needs of the Centre
- Prepares and approves all staff shift schedules and rosters

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- Completes a final report and submits it to the local JEM Chair
- Maintains the Centre event log (turned in when Centre is closed)
- Maintains a personal diary of pertinent information (retained by the CCM)
- Security on site
- Ensures the Centre is kept clean and presentable
- Does not engage with the media without approval from EMO/EPIO
- Ensures qualifications of all personnel
- Assumes the role of Safety Officer (SO) if this position is not staffed
- Assumes the role of Support Services Staff (SSS) if this position is not staffed
- Other related duties as assigned by HRM EM.