

Adjunct Emergency Workforce (AEW)

Position Roles and Descriptions

VIRGINIA DEPARTMENT OF SOCIAL SERVICES

SHELTER SPECIALIST

Responsible for supporting different aspects of resident life within the shelter, including but not limited to assisting with shelter set up; greeting and registration; referrals to support services; distributing supplies; monitoring all areas of the shelter; assigning cots; problem solving; reporting needs and concerns; assisting with transition and discharge; and shelter breakdown. Reports directly to the Shift Supervisor.

Virginia Emergency
Support Team



Questions? Email
AEW@vdem.virginia.gov

Adjunct Emergency Workforce (AEW)

Position Roles and Descriptions

VIRGINIA DEPARTMENT OF SOCIAL SERVICES

LOGISTICS AND SUPPLY SUPERVISOR

The Logistics and Supply Supervisor oversees the shelter's logistics management and resource support unit. This unit supports shelter operations by receiving and distributing supplies, equipment, and services; tracking inventory; coordinating transportation; providing food services, supporting information technology systems services; and managing and maintaining shelter facilities.

The Logistics and Supply Supervisor coordinates with the Shelter Management Team as well as with off-site contractors and ESF-6 to ensure shelter needs are met and not duplicated. The Logistics and Supply Supervisor ensures adequate and appropriate documentation is collected to support procurement and reimbursement processes.



Adjunct Emergency Workforce (AEW)

Position Roles and Descriptions

VIRGINIA EMERGENCY SUPPORT TEAM

BUYER SPECIALIST/SENIOR PROCUREMENT OFFICER*

- Assist with identifying potential vendors/suppliers/contractors and procurement of goods and/or services declared as essential in response to the needs by other state agencies prior to and during state-declared emergencies.
- Assist with identifying potential vendors/suppliers/contractors and procurement of goods and/or services for localities during locally declared emergencies when requested.
- Provide contractual guidance and establish necessary emergency contracts and related documents for goods and/or services that are procured during declared disasters, including State and Federal terms and conditions and Purchase Orders/Change Orders as required or allowed under State Title 44, Virginia Emergency Services and Disaster Laws.
- Enter all procurements into eVA as required by laws, rules, policies, and procedures, attaching all supporting documentation (contract, quote/proposal/T's & Cs, etc.)
- .Provide use of Department of Accounts–issued small purchase charge card (SPCC) for ordering and payment of goods and/or services during a declared disaster.
- Identify and seek necessary review and approval of High Risk Contracts per the APSPM & VPPA requirements, including DGS & OAG
- Post all Emergency Procurements on the eVA Virginia Business Opportunities (VBO) as required.
- Enter all procurement related information and attach all pertinent procurement documents in WebEOC. Update WebEOC as necessary.
- Create and maintain all procurement documents related to mission request in files and electronic format
- Provide requested procurement documents for FOIA requests

*positions only available for employees with state procurement experience

Virginia Emergency
Support Team



Questions? Email
AEW@vdem.virginia.gov

Adjunct Emergency Workforce (AEW)

Position Roles and Descriptions

VIRGINIA EMERGENCY SUPPORT TEAM

ACCESS AND FUNCTIONAL NEEDS COORDINATOR

The Access and Functional Needs Coordinator (AFNC) is a field position that ensures the universal accessibility of emergency programs and services at mass care facilities, recovery centers, and distribution sites. This position also advises managers of mass care facilities, recovery centers, evacuation assembly centers, and distribution sites on matters related to individuals with disabilities and others with access and functional needs.

The AFNC should understand the full range of needs and services for access and functional needs populations as defined in the Commonwealth Virginia Statewide Sheltering Plan.

AEW participants who can fill this position should have a familiarity with relevant guidance and legislation.

*positions only available for employees with experience working with these populations

Virginia Emergency
Support Team



Questions? Email
AEW@vdem.virginia.gov

Adjunct Emergency Workforce (AEW)

Position Roles and Descriptions

VIRGINIA EMERGENCY SUPPORT TEAM

ACCESS AND FUNCTIONAL NEEDS COORDINATOR

This position supports and assists mass care operations at the state level to address accommodations for issues related to these individuals by:

- Advising on and assisting with physical access, effective communication access, and programmatic access.
- Coordinating functional needs support services (FNSS) and ensuring effective implementation of FNSS
- Conducting facility walk-throughs prior to opening and throughout operations to ensure accessibility
- Working directly with individuals with disabilities and others with access and functional needs to coordinate FNSS and ensure mass care programs and services are accessible to each individual.
- They report activities, resource and service needs, and accessibility issues to the shelter manager or equivalent facility or site manager
- Provides informational updates to the VEST AFN Officer:
 - Operationalizing Accessibility
 - Potential Civil Rights violations.
 - Capability and gaps for AFN within shelters
- Ensuring ADA compliance regarding: communication and information, digital spaces, and physical spaces
 - This includes real time information for shelter residents, accessible for those with disabilities and provides the same information people without disabilities would receive, and providing auxiliary aides and services
- Providing guidance for appropriate and effective interaction with individuals with disabilities and others with access and functional needs
- Providing proper guidance for shelter accessibility for individuals with disabilities and others with access and functional needs.

Virginia Emergency
Support Team



Questions? Email
AEW@vdem.virginia.gov