



## CITY OF NOVI

### City of Novi Community Emergency Response Team (C.E.R.T.) Volunteerism / City Ambassador

#### **SUMMARY**

The CERT Member is responsible for preparing themselves, family members, and their neighbors in the event of a catastrophic disaster. CERT members may be utilized for various assignments, which may include emergency deployment for local, county, state, or even national activation. As such, in addition to those volunteer duties, CERT members will act as an ambassador for the City of Novi.

#### **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Emergency Management Coordinator.

#### **RESPONSIBILITIES, ESSENTIAL DUTIES AND FUNCTIONS**

A volunteer in this classification may be called upon to do any or all of the following: (These examples do not include all of the tasks which the volunteer may be expected to perform.)

- Individual preparedness
- Planning and organizational skills
- Survival skills
- Performs basic first aid
- Ability to perform basic triage
- Light search and rescue
- Identification of hazardous materials
- Familiarization with the Incident Command System
- Ability to work as part of a team
- Other duties as assigned
- Perform light search and rescue techniques to locate survivors is a basic function of CERT members.
- Other duties as assigned

## **ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

All of the following functions, qualifications, duties and KSA's (knowledge, skills and abilities) are essential. A team member in this class, upon appointment, must have the equivalent of the following:

- Knowledge of the geography of the City and adjacent areas.
- Skill in establishing and maintaining effective working relationships with the general public and employees.
- Ability to observe situations analytically and objectively report and record them clearly and accurately.
- Ability to effectively communicate orally and in writing.
- Ability to effectively plan and organize work independently.
- Ability to run, crawl, climb, and maneuver when physical mobility is required to complete the duties described above.
- Demonstrated ability to support department programs, goals and mission.
- CERT members must demonstrate initiative and the ability to work without direct supervision. During times of activation team members must be able to follow directions. Ability to handle multiple responsibilities and tasks and demonstrate a proficiency in the use of tools associated with the potential response to CERT activation is essential for this position.
- In addition, Novi CERT members are required to maintain certification with classroom practicum for the following courses:
  - First Aid
  - CPR
  - AED
- Problem solving exists in this position. Duties will include interfacing with a variety of citizens and emergency response personnel.
- Decision-making exists within this position. Sound decisions based on training, skills and the situation at hand will define the success of the mission for the team member, the public, incoming emergency response personnel and other CERT members.
- Adverse conditions may exist in this position including any and all conditions that may be the result of a natural, biological or man-made disaster.
- CERT members must stay connected using technology in order to be activated during times of emergency and/or disaster. The ability to express or exchange information electronically using email, text, and other means is essential for the position. Proper utilization of CERT portable radio is a core requirement of all CERT members. Must have the ability to receive and convey detailed instructions and information.

### **VOLUNTEER QUALIFICATIONS**

A volunteer in this class, upon appointment, should have the equivalent of the following training and experience:

- Prior experience as an emergency responder is not required.
- Team member must be at least 18 years of age. A High School or GED education is preferred. Applicant must successfully complete the 20-hour training for CERT prior to becoming a member of the organization.
- Heavy lifting (over 20 lbs.) may be required.
- The ability to traverse over areas of heavy damage may be needed.

Effective April 2019