


Lutheran Services Carolinas Job Description

Job Title: NC Disaster LTRG/VOAD Liaison
Supervisor (title): Regional Supervisor / Supervisor
Department: Adult Services
Approved by: Myra N. Griffie/S. Sharpe  **Date:** 2/20/2018

Position Purpose/Summary:

The NC Disaster Long Term Recovery Group Volunteer Organizations Active Disaster Liaison (LTRG/VOAD Liaison) will collaborate with active and developing Long Term Recovery Groups (LTRG) and Volunteer Organizations Active in Disaster. The VL will coordinate information from groups and agencies participating in the Disaster Relief programs with the LSC Disaster Team. The VL will complete unmet needs assessments specific to the LTRG and collaborate with LSC case managers. This position will comply with North Carolina Emergency Management (NCEM) regulations, COA standards of best practice, licensing standards and any other applicable requirements.

Essential Functions *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Serves as primary liaison with LTRG's, VOADS and LSC staff.
2. Work collaboratively with LSC Disaster Team regarding LTRG and VOAD procedures.
3. Complete required survivor assessments from LTRG's.
4. Report data accurately and ensure documentation is being implemented with the LSC Disaster Team.
5. Attend and represent LSC at LTRG, VOAD meetings and other required meetings with agencies and report on progress of survivors as required.
6. Participate in quality assurance processes identifying strengths and weaknesses of LTRG's and VOAD's.
7. Represent Lutheran Services Carolinas in the community, including contracting agencies, churches, support groups and other professionals.
8. Other duties as assigned by supervisor.

Supervisory Responsibilities, if any *(The scope of the person's authority, including the positions that report to the incumbent.):*

N/A

Qualifications (Minimum Job Requirements): *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)*

Education: BS/BA Degree with two years paid human services experience preferred; or High school diploma.

Experience: 2 years paid human services experience preferred with BS/BA. Or 5 years experience with high school diploma.

Specific skills/abilities: Public speaking, data collection, team cooperation, quality management , flexibility, sensitive to varying cultural issues, ability to complete varied assignments in a timely manner, strong organizational skills. Strong computer skills.

Specialized knowledge, licenses, etc: Knowledge of LTRG's and VOAD's a plus. Council of Accreditation Standards. Valid driver's license.

Preferences (Optional): *(Preferred attributes for the position, which are not absolutely required in the minimum qualification - e.g. masters degree, bilingual).*

BS/BA with public speaking experience and group behavioral dynamics a plus.

Working Conditions/Physical Requirements: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

1. Ability to bend, stoop, reach overhead.
2. Ambulatory throughout location/facility.
3. Public speaking in large and small groups.
4. Travel within North Carolina.
5. Assisting clients with moving items up to 25lbs (5%).

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.