

# NERT Position Description: Medical Reserve Corps Volunteer (MRC)

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## **Medical Reserve Corps**

The SFFD MRC assists the SFFD by building a team of non-medical and medically trained professionals including EMT's, paramedics, physicians, nurses, pharmacists, mental health and support personnel that will augment the SFFD response during a man-made or natural disaster.

SFFD MRC may also be requested to assist other agencies such as Department of Public Health (DPH) in the case of an influenza epidemic or mental health support for responders and victims. In addition, the SFFD MRC contributes to meeting the public health needs of the community throughout the year. When SFFD MRC volunteers are requested to perform duties outside of the SFFD, a request will be made to the Program Coordinator. Just-in-time training will be provided to the volunteers before any activity is performed.

SFFD MRC volunteers will be registered with the State Disaster Healthcare Volunteers Network (DHV).

Visit <http://bit.ly/1jL0mUx> for more information and to get an application.

## ***Non-emergency: MRC Activities***

The SFFD MRC will not act as a freestanding medical resource at incident scenes. Rather, unit personnel shall be integrated into the SFFD field emergency medical response system and, to the extent of their training and capabilities, provide medical assistance and support as needed. **Activities may include:**

- Triage
- Assisting at alternative sites of care
- Mental Health Support
- First Aid Station
- Medical Hotline
- Points of Dispensing (POD)
- Public Health Education

## ***Non-emergency: Administrative Assistant***

### **Description**

This is a part time (six hrs. /week – may expand at times) volunteer position. This volunteer will provide administrative support to the MRC unit. Job duties could include the following:

- Respond to telephone inquiries about the MRC and make calls on behalf of the organization
- Perform data entry and maintain the volunteer database
- Manage group e-mail distribution lists
- Assist in preparing presentations and handouts
- Help at training or recruiting events
- Help in maintaining a MRC Facebook page
- Make copies and prepare mailings

## ***Emergency***

MRC volunteers will respond per NERT guidelines. SFFD personnel will make requests for MRC volunteers to fill special assignments to the NERT staging areas.