

MetroWest MRC Volunteer Coordinator

Overview

The Medical Reserve Corps (MRC) is a national network of more than 200,000 volunteers organized locally to improve the health and safety of their communities. There are 35 MRC units in Massachusetts. The MetroWest MRC is looking for one volunteer coordinator for the 8 cities and towns in the MetroWest region.

Contract Summary

The Contractor will work with local Health Departments/Boards of Health in the MetroWest MRC member communities to build a self-sustaining, trained, credentialed regional Medical Reserve Corp unit and assist the communities with integrating this regional unit into local emergency plans.

The MetroWest MRC Advisory Committee will establish strategy, goals, and priorities for the MRC unit. The Contractor will work with the Advisory Committee Chair to develop an overall quarterly/annual work plan to address these goals, which will be shared with the Advisory Committee for approval before implementation by the contractor.

The Advisory Committee, through the Chair, will provide general oversight of Contractor duties/deliverables; however, the Contractor is responsible for coordinating their own day-to-day schedule.

This is an independent contractor position, and it is paid by Cambridge Health Alliance as the pass-through agent of state MRC funds and federal Public Health Emergency Preparedness funds, via this contract.

Responsibilities and Duties

The Contractor's responsibilities include recruiting and training new volunteers, keeping a database of volunteer information and skills, matching volunteers to opportunities that suit their skills, keeping volunteers informed, and conveying the organization's purpose to the public. The Contractor's deliverables include:

- Meet quarterly and annual MRC unit deliverables and support priorities outlined in the Massachusetts Department of Public Health- approved RST-tool and modifications.
- Coordinate the recruitment, training, and deployment of all MRC volunteers in the MetroWest communities and assist with recruitment, training, and deployment in those communities with federally recognized designation as an MRC site.
- Facilitate on-boarding of new volunteers, including (but not limited to): responding to inquiries from potential MRC volunteers, assisting volunteer application process, managing CORI/SORI, verifying all professional and allied healthcare providers' licenses within the MA Responds system, ensuring all active MRC members have MRC ID badges, provide orientations, schedule trainings, etc.

- Identify and coordinate resources needed to support the MRC program efforts.
- Promote the MRC unit and unit policies for requesting and accessing volunteers as needed.
- Provide monthly updates and deliverables to MRC Host Agency.
- Assist local public health within MetroWest in developing self-sustaining, trained, credentialed MRC volunteers.
- Attend all regional and statewide MRC meetings and represent the unit at relevant stakeholder meetings, trainings, and exercises.
- Participate in and conduct quarterly call-down drills to volunteers.
- Complete all state and federal reporting requirements, work plan updates, and necessary modifications in a timely manner.
- Maintain and update unit-specific standards, policies, plans, protocols, and procedures.
- Serve as a 24/7 point of contact for the unit in case volunteers are needed during an emergency.
- Other duties as directed in the work plan.

Recommended Minimum Qualifications

The following shall be considered the minimum standards necessary to perform the scope of work. Acceptable evidence must be provided to demonstrate the minimum standards are met.

- B.S. or B.A. from an accredited college or university in public health, health-related social services, emergency planning, or equivalent field.
- Two years of volunteer management and recruitment experience.
- Ability to obtain certification in ICS 100, ICS 200, and NIMS 700 upon contract execution.
- Ability to effectively communicate well with others during stressful and emergency situations.
- Must be available to begin immediately upon contract execution.
- Must be able to respond on a 24/7 capacity in the event of an emergency.

Compensation

During the term of this agreement, the Contractor will be compensated at a rate of \$35.00 per hour for up to 30 hours per week for a maximum award of \$25,500.00 through June 30, 2024.

Application

Please submit a cover letter and resume to hmcc@challiance.org no later than December 8, 2023 by 5p.m.