



## POSITION AVAILABLE

**Job Title:** SHELTER SUPERVISOR (Part-Time)  
**Department:** Public Health Department  
**Job Location:** County-wide  
**Annual Salary:** \$16 - \$18 hourly (based on experience)  
**Application Period:** August 25, 2020 - until filled

**Job Summary:** Under the supervision of the Chambers County Emergency Operations Center (EOC) Shelter Coordinator. The part-time position is responsible for performing in emergency situations as the Shelter Supervisor before, during and/or after a disaster event.

### Duties include, but are not limited to:

- Following, implementing and monitoring worker safety procedures for working in a congregant shelter during a disaster and or public health threat.
- Providing clear expectations, feedback and coaching to team members in the provision of excellent client service and support the daily maintenance of the shelter operation at the direction of the Shelter Coordinator.
- Schedule shelter shifts of shelter staff using the Shift Tool to report availability of shelter staff.
- All daily operations are completed in accordance with the required training from the American Red Cross Shelter Supervisor Training.
- All daily operations are completed in accordance with Federal, State and County guidance, the CDC Public Health Preparedness Capabilities, the National Response Framework and the National Incident Management System.
- Participates in emergency/disaster response including on-call duty and/or alternate work schedules and deployments. Serves as a member of the Chambers County Emergency Operations Center Operations Section or the Public Health Emergency Operations Center Operations Section.

### APPLICANTS MUST MEET THE FOLLOWING QUALIFICATIONS:

1. High school diploma, or equivalent and some college level coursework completed preferred.
2. Completion of American Red Cross Mass Care Shelter Supervisor.
3. Bilingual in Spanish and English desirable
4. Any applicant conditionally selected for this position will be required to submit to a physical and drug testing, before commencing employment.

**Please apply at:**

Human Resources Department  
102 Airport Rd  
Anahuac, TX. 77514  
(409) 267-2487  
Fax: 409.267.6685  
[HR@chamberstx.gov](mailto:HR@chamberstx.gov)