



## DCS: DAT - Duty Officer

### Opportunity Detail

**Purpose:** Ensures timely activation and monitoring of local and regional DAT responses. The Duty Officer supports the DAT program either at the chapter/territory or region level.

**Responsibilities:**

Leadership

1. May determine if Red Cross action is required; may decide if Red Cross will respond via DAT.
2. Uses event triggers such as size, scope, and type of the event to direct the DAT response.
3. Works with on-scene DAT leadership to support the response and provide technical guidance.
4. Support and trains new Duty Officers.

Functional

1. Dispatch DAT members and monitor the response to ensure appropriate resources are made available.
2. Activate Disaster Health Services, Disaster Mental Health, and Disaster Spiritual Care, Public Affairs when requested.
3. Documents incoming disaster notification and creates & verifies events in RC View, when applicable.
4. Where appropriate, maintains access to and ability to use the Client Assistance System (CAS) to enter case data and load CACs.
5. May be required to monitor activity across multiple DAT responses.
6. Notify Chapter and Regional staff of significant events, and contribute to an Initial Incident Report, when appropriate.
7. Attends regularly scheduled team/DAT meetings as required by Chapter/Region.

**Time Commitment:** Minimum of 12 hours, which equals 3 4-hour shifts per month.

**Qualifications:** G/A/P of RES/DAT/SA or above and

- Demonstrated leadership and communication skills.
- Demonstrated commitment to mission of the American Red Cross.
- Ability to remotely monitor and track details of DAT responses
- Ability to prioritize multiple tasks in complex and stressful situations.
- Proficient with Red Cross systems and online interfaces.
- Sit and/or stand for minimum two hour periods
- Work for long periods on computer
- Speak clearly on the phone and in person

**Relationships:** RDO or DAT Regional Program Lead. Partners with the Regional DAT Program Lead, DAT Coordinator, DAT Members, DPMs and DPSs

**Length of Apptmt:** Minimum of 6 months with the opportunity to renew based on successful performance review.

**Development Opp:** DAT Manager, DAT Regional Program Lead or Recovery Caseworker.

**Training:** See the Disaster Responder Training Requirements document for current training requirements.