|  |  |
| --- | --- |
| Registration Team Leader | |
| Supervisor: Report to Shelter manager | |
| Mission: | Station set up and inventory supplies  Train and supervise Registration Team  To assure collection of complete and accurate client information.  To assure shelter occupants understand shelter rules  To assure shelter occupants sign in and sign out of shelter |
| **Activation (Phase I & II)** | |
| * Report to Shelter manager and obtain identification * Attend staff briefing * Receive assignments * Set up Registration area * Establish and maintain registration log and registration procedures * Identify additional supply needs * Familiarize self with Site layout and personnel * Post Shelter Rules * Set up sign in sheet for volunteers * Set up just in training * Schedule registration staff | |
| **Operation (Phase III)** | |
| * Review client paper work to make sure all forms are available * Train staff to assist clients to correct errors or omissions in paperwork * Train staff to notify Medical or Behavioral staff if clients need assistance * Review with staff the flow to send clients to the appropriate next station * Schedule next operational period * Maintain registration staff roster and registration | |
| **Deactivation (Phase IV)** | |
| * Clean-up Registration area * Repackage and return unused supplies to Registration Box * Complete all required documentation * Submit all documentation to Shelter Manager * Participate in recovery activities as directed by the Shelter Manager * Make a list of corrective actions to submit to Shelter Manager | |