

Hurricane Helene Disaster Relief Employment Program Preliminary Interest/Needs Assessment

Entity/Agency Name:	
Contact Person:	
Phone:	Email:
Address:	
County:	

Listed below are *sample* position titles and brief job descriptions. These descriptions are meant to be expansive categories for planning and application purposes only. Prior to placement more detailed job descriptions and agreements will be needed for all positions. Please complete the chart as follows:

- 1) Include the number needed in each category.
- 2) List the hourly wage that your agency would normally pay to an employee in your organization working in this position based on your hiring standards (minimum \$15 per hour).
- 3) If there are other positions needed, please list the position title, brief job description, number needed, and hourly wage in the sections labeled 'Other'.

All requests must be related to recovery and response needs due to the impact of Hurricane Helene.

Position Title	Brief Description	Number Needed	Hourly Wage
Shelter Attendant	Maintain the shelter facilities and grounds. Performs other disaster-related duties as required.		
Building & Grounds General Maintenance	Assist in all maintenance repair and cleanup issues. Performs groundskeeping and building maintenance duties. Complete all debris removal and disaster-related projects.		
Disaster Administrative Assistant	Answer questions about records or files as it relates to services provided for disaster relief efforts; data entry; documentation, etc. Sort information received and file as requested by staff.		
Disaster Case Manager	Work with those impacted by the hurricane to assess needs, develop a recovery plan, and identify resources needed to meet recovery goals.		
Disaster Donation Specialist	Organize donation receiving areas, inspect donations for damages or expiration, and coordinate donations, pickups, or disbursements.		
General Laborer (Parks & Recreation)	Perform routine unskilled and semi-skilled work in the clean-up and maintenance of parks, lawns, grounds, and recreation areas.		

Position Title	Brief Description	Number Needed	Hourly Wage
General Laborer (Streets)	Perform various semiskilled and skilled tasks in construction; maintaining and repairing streets and sidewalks. Clean right of way and other municipal property; clear and trim fallen trees. Work may involve using power mowers or bush hogs to cut grass and underbrush.		
Hazard Mitigation Specialist	Responsible for collecting information and submitting necessary documents. Assist citizens in completing applications and perform site visits to areas affected by a disaster to assess needs, develop cost analysis proposals, take photographs, collect required documentation for reports, and create scopes of work.		
Heavy Equipment Operator	Under general supervision, operate various equipment including graders, tractors, backhoes, front-end loaders, dump trucks, and trash trucks. May also include forklifts and front skid steer loaders.		
Maintenance Mechanic	Make repairs to units such as painting; make structural hardware repairs (replace broken windows, door locks, doors); clean out units and remove debris from outside.		
Maintenance Worker (General)	Clean ditches, gutters, culverts, and drainage structures. Maintain town parks and other town-owned facilities such as lift stations, cemeteries, and right of way; debris removal.		
Material Handler	Move freight, stock, or other materials to and from storage or production areas, loading docks, delivery vehicles, and stack cargo.		
Social and Human Service Assistant	Provide humanitarian assistance to disaster victims, provide information or refer individuals to public or private agencies or community services for assistance, and greet visitors and callers.		
Other:			
Other:			
Other:			
Other:			