

POSITION #16, TITLE: Staff Time Recorder

Direct Supervisor: Finance/Administration Chief

Mission: In Charge of tracking and maintaining on-site staff time logs.

Qualifications: Non-medical. Administrative/Clerical skills. Attention to details

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- Review your Position Checklist and check off tasks as they are completed.
- Sign In for EDS shift, obtain credentialing and put on ID badge.
- Attend overall staff briefing.
- Receive assignment-specific briefing from your supervisor.
- Familiarize self with clinic layout and process.
- Familiarize self with all time related forms, i.e. records, staff sign in/out

Primary Responsibilities During Site Operation

- SIGN IN FOR SHIFT
- Oversee staff sign in/out
- Complete all necessary time keeping records
- Ensure all forms are completed and legible with signatures
- Brief incoming shift replacement
- SIGN OUT

Deactivation Phase

- Assist with the teardown and re-packing of the assigned area.
- Ensure all forms have been turned in to the Finance Section Chief supervisor
- Identify issues for After Action Report.
- Participate in de-briefing.