

## **APPENDIX B: Job Action Sheets**

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### **Table of Contents:**

**Position #1, Title: Security**

**Position #2, Title: JIC Public Information Officer**

**Position #3, Title: Board of Health/Selectmen/Town Council/Town Manager**

**Position #4, Title: Local Infectious Disease Coordinator**

**Position #5, Title: EDS Coordinator**

**Position #6, Title: Public Information Officer**

**Position #7, Title: Logistics Section Chief**

**Position #8, Title: IT Support**

**Position #9, Title: Tactical Communications**

**Position #10, Title: Child Care Worker**

**Position #11, Title: Maintenance/Custodial**

**Position #12, Title: Food Preparation**

**Position #13, Title: Supply**

**Position #14, Title: Finance Section Chief**

**Position #15, Title: Staff Time Recorder**

**Position #16, Title: Procurement Officer**

**Position #17, Title: Administration Section Chief**

**Position #18, Title: Data Entry**

**Position #19 Title: Planning Section Chief**

**Position #20, Title: Operations Section Chief (Medical Coordinator)**

**Position #21, Title: Patient Flow Supervisor**

**Position #22, Title: Flow Maintenance**

**Position #23, Title: Greeter**

**Position #24, Title: Registration/Educator**

**Position #25, Title: Translator**

**Position #26, Title: Escort**

**Position #27, Title: Patient Care Supervisor**

**Position #28, Title: Forms Reviewer**

**Position #29, Title: Pharmacy/Inventory Manger**

**Position #30, Title: Drug Triage**

**Position #31, Title: Behavioral Health Specialist**

**Position #32, Title: Medical Screener**

**Position #33, Title: Dispensing Staff**

**Position #34, Title: Forms Collector**

**Position #35, Title: Triage**