



FEMA

Region V Congressional Affairs
312-408-4427

CONGRESSIONAL ADVISORY: FEMA Region V Announces Additional Non-Medical Vaccine Support Positions in Wisconsin

[March 17, 2021]

The Federal Emergency Management Agency (FEMA) has an **immediate** need to employ residents of Milwaukee, Wisconsin, and **the surrounding areas** as temporary local hires to assist with disaster response and recovery efforts. Local hire employees are local residents who aid in the recovery of the community and help their fellow citizens in the recovery process.

Important details about the positions:

- A local hire's term of employment is 120 days. Appointments may be extended, in 120-day increments, for a maximum 365-day appointment, based on the needs of the disaster.
- Travel or moving expenses are not authorized.
- Successful hires will be assigned to and work within one of 23 Cadres, which are groups of personnel organized by operational function and FEMA Qualification System (FQS) position.
- Cadre assignments will be based on an individual candidate's skills and experience.

FEMA is seeking candidates with experience in customer support and/or emergency management. The ideal candidate will possess strong communication, interpersonal and customer service skills as well as basic computer literacy.

In this position, you will serve as a member of the vaccination support staff. Duties will be based upon functional position and assignments may include:

- Supporting community vaccination centers' plans, policies, and procedures to ensure essential functions are executed and consistent with statutory and agency requirements.
- Facilitating on-going communications between operations staff and the general public.
- Performing on-site duties that include greeting and assisting individuals, call center support and outreach, entering data, providing basic administrative support and facility maintenance.
- Reviewing registration forms and requirements for Federal and/or State vaccination programs and preparing correspondences/communication for required follow-up actions.
- Observing and questioning patients post-vaccination for adverse reactions.
- Assisting with the set-up, signage, and traffic control at the vaccination centers.

- PPE will be supplied and required. COVID-19 vaccinations will be available to FEMA employees. However, if selected, there will be a requirement to start working on-site even if you haven't received the vaccination.

JOA FEMA-21-EGB-432825-LH, Local Hire (Emergency Management Specialist 1 - Non-Medical Vaccine Support Staff) is open and posted to USAJOBS.gov.

Here is the USAJOBS link: <https://www.usajobs.gov/GetJob/ViewDetails/595170400>

ONLY APPLICATIONS SUBMITTED VIA USAJOBS WILL BE CONSIDERED.

This announcement will close at 11:59 pm Eastern Standard Time (EST) on March 29, 2021 OR at 11:59 pm EST on the day the application limit is received, whichever comes first.

Please assist us with our recovery mission by sharing this information with your constituents. If your office has any questions, please contact FEMA Congressional Affairs. Candidates with questions should follow the instructions in the job posting.

Please share this information with your State partners, colleagues, and any others that may be interested.

Please let me know if you have any questions.

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