

## Resource Support Specialist

FEMA is seeking talented men and women who are eager to assist disaster survivors in the role of **Resource Support Specialist**, as a FEMA *Reservist*, in the Disability Integration (DI) unit. *Reservists* are vital employees, to FEMA's disaster workforce, who work on an on-call basis to support disaster survivors when they are most in need.

Resource Support Specialist is responsible for supporting the Disability Integration Advisor Lead with managing resources and maintaining the resource status process of all resources including, personnel, equipment, and Initial Response Resources. The salary for this position is \$16.30 per hour.

As a **Resource Support Specialist** in FEMA's Reservist Program, primary position duties include:

- Creating and maintaining administrative documents and prioritizing reports used.
- Handling reasonable accommodation requests and ensuring all meetings and events are accessible.
- Maintaining a master roster of all resources checked in at the incident and written documents of all significant decisions and facts relative to activities on the incident.
- Ensuring that all publishing of specific procedures, forms, and other documents are 508 compliant.
- Performing other duties as assigned.

In the role of **Resource Support Specialist**, in the *Reservist* program, you will receive training, have the opportunity to travel and receive health benefits (when activated to support disaster operations), and build your professional network.

If you are interested in this rewarding opportunity to assist disaster survivors, then apply today! Join our team and use your talent to support Americans in their times of greatest need.