



Public Health
Prevent. Promote. Protect.

Department of: HEALTH

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Board of Chosen Freeholders County of Burlington New Jersey



Physical Address:
15 Pioneer Boulevard
Westampton, NJ 08060

Mailing Address:
49 Rancocas Road
P.O. Box 6000
Mount Holly, NJ 08060-6000

Registration Team Leader	
Supervisor: Report to Shelter manager	
Mission:	<ul style="list-style-type: none"> Station set up and inventory supplies Train and supervise Registration Team To assure collection of complete and accurate client information. To assure shelter occupants understand shelter rules To assure shelter occupants sign in and sign out of shelter
Activation (Phase I & II)	
<ul style="list-style-type: none"> <input type="checkbox"/> Report to Shelter manager and obtain identification <input type="checkbox"/> Attend staff briefing <input type="checkbox"/> Receive assignments <input type="checkbox"/> Set up Registration area <input type="checkbox"/> Establish and maintain registration log and registration procedures <input type="checkbox"/> Identify additional supply needs <input type="checkbox"/> Familiarize self with Site layout and personnel <input type="checkbox"/> Post Shelter Rules <input type="checkbox"/> Set up sign in sheet for volunteers <input type="checkbox"/> Set up just in training <input type="checkbox"/> Schedule registration staff 	
Operation (Phase III)	
<ul style="list-style-type: none"> <input type="checkbox"/> Review client paper work to make sure all forms are available <input type="checkbox"/> Train staff to assist clients to correct errors or omissions in paperwork <input type="checkbox"/> Train staff to notify Medical or Behavioral staff if clients need assistance <input type="checkbox"/> Review with staff the flow to send clients to the appropriate next station <input type="checkbox"/> Schedule next operational period <input type="checkbox"/> Maintain registration staff roster and registration 	
Deactivation (Phase IV)	
<ul style="list-style-type: none"> <input type="checkbox"/> Clean-up Registration area <input type="checkbox"/> Repackage and return unused supplies to Registration Box <input type="checkbox"/> Complete all required documentation <input type="checkbox"/> Submit all documentation to Shelter Manager <input type="checkbox"/> Participate in recovery activities as directed by the Shelter Manager <input type="checkbox"/> Make a list of corrective actions to submit to Shelter Manager 	