

## ATTACHMENT M – MASS CARE, HOUSING AND HUMAN SERVICES TRACK

Arizona Department of Emergency and Military Affairs  
Adjunct Instructor Application

Applicant First Name:	Applicant Last Name:	Phone number:
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This attachment is to be completed for those interested in teaching, and have experience in Mass Care, Housing and Human Services (referred to collectively as “Mass Care” through the rest of this application). Successful applicants will be able to instruct a variety of Mass Care programs, providing they’ve attended the programs and have responsibilities within the subject areas identified under the “Certificates of Completion” section below.

In addition to the requirements found on Page 1 of the *Adjunct Instructor General Application*, in order to be considered for this track, applicants must provide:

**Required Documents** (submit in the following order):

**This Cover Sheet** – *Attachment M: Mass Care Track*

**Biography** describing your **background and experience in Mass Care programs**. Bio should include:

- Mass Care responsibilities **spanning the past 2 years**
- Experience on disasters or other incidents involving shelter operations
- Experience working with the Access and Functional Needs community
- Responsibilities and experience with each of the programs below for which you feel you’re qualified*

**Note:** *Only those currently serving in emergency response/emergency services disciplines with Mass Care responsibilities will be considered for adjunct instructor positions. All others may be used as secondary or unit instructors at DEMA’s discretion. Biography should include a “Statement of Currency” detailing how your responsibilities provide you with the opportunity to remain current in Mass Care and Emergency Assistance programs.*

**Recommendation from your employer**, vouching for your participation in any listed incidents, as well as your overall experience with Mass Care programs.

**Certificates of Completion** for any of the following programs you wish to be considered to teach:

- G-108 – Community Mass Care Management
- G/E/L-197 – Disaster Planning for Access and Functional Needs Communities (as available)
- G-249 – Managing People in Disasters
- G-288 – Donations Management
- G-366 – Planning for the Needs of Children in Disasters
- G-386 – Mass Fatalities Incident Response

***Be sure to briefly include your experience with each of the above programs in your biography that you feel you’re qualified to teach.***

**DEMA may provide train-the-trainer opportunities if applicant is otherwise qualified and eligible for this track.**

**Note:** DEMA Training Branch Manager, the DEMA Recovery Branch Manager, and the DEMA Human Services Coordinator shall reserve the right to be the final authority of any individual’s qualification or abilities, and may waive experience and qualifications as warranted.

Certificates must be issued by the Federal Emergency Management Agency/Emergency Management Institute, Center for Domestic Preparedness, Texas Engineer Extension Service, National Wildfire Coordinating Group, or the Arizona Department of Emergency and Military Affairs.