

FATALITY MANAGEMENT INTERVIEW SPECIALIST

| TYPE | TYPE 1 | NO TYPE 2 |
|--------------------|--|-----------------|
| DESCRIPTION | <p>The Fatality Management (FM) Interview Specialist:</p> <ol style="list-style-type: none"> 1. Reports to the FM Information Collection Coordinator 2. Acts as the primary contact between the Victim Information Center (VIC), next of kin (NOK), and family members 3. Completes the missing persons interview package with victims' family members and acquaintances in the VIC 4. Interviews victims' family members and acquaintances to obtain antemortem data for those reported missing 5. Facilitates transfer of records from interviewees to the FM Records Management Specialist 6. Treats all verbal and written communication about the deceased, NOK, and family members with discretion and confidentiality | Not Applicable |
| CATEGORY | CRITERIA | CRITERIA |
| EDUCATION | <p>High school diploma or equivalent</p> <p>NOTES: The equivalent of a high school diploma is a certificate of high school equivalency.</p> | Not Applicable |
| TRAINING | <p>Completion of the following:</p> <ol style="list-style-type: none"> 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-200: Incident Command System for Single Resources and Initial Action Incidents 3. IS-700: National Incident Management System, An Introduction 4. IS-800: National Response Framework, An Introduction 5. Psychological First Aid (PFA) Training (minimum 4 hours) <p>NOTES: Not Specified</p> | Not Applicable |
| EXPERIENCE | <p>Knowledge, Skills, and Abilities:</p> <ol style="list-style-type: none"> 1. Intermediate computer skills, including e-mail, internet, word processing, and spreadsheet proficiency 2. Strong interpersonal skills 3. Sensitivity to cultural needs of families when dealing with death 4. High degree of empathy 5. Ability to work in a high-stress environment 6. Self-awareness to identify stress levels and take corrective actions <p>Experience: Two years of client-facing interview or intake experience</p> <p>NOTES: Not Specified</p> | Not Applicable |



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|--|--|----------------|
| PHYSICAL/MEDICAL FITNESS | 1. Performs duties under moderate circumstances, characterized by working consecutive 12-hour days under physical and emotional stress for sustained periods of time 2. Maintains immunizations in accordance with the U.S. Department of Health and Human Services Centers for Disease Control and Prevention's (CDC) immunization recommendations | Not Applicable |
| | NOTES: Not Specified | |
| CURRENCY | 1. Functions in this position during an operational incident, exercise, drill, or simulation at least once every five years OR currently works in a client-facing interview or intake position 2. Background checks as applicable law permits or requires | Not Applicable |
| | NOTES: Provider must carry out and use any background checks as applicable law specifies. This may include a background check completed within the past 12 months; a sex-offender registry check; and a local, state, and national driving and criminal history. | |
| PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS | Not Specified | Not Applicable |
| | NOTES: Not Specified | |

ORDERING SPECIFICATIONS OR DESIGNATIONS

1. (X) Can be ordered as an individual asset
2. (X) Can be ordered in conjunction with a NIMS typed team (Fatality Management Victim Information Center Team)
3. () Can be ordered in conjunction with a NIMS typed unit
4. Discuss logistics for deploying this position, such as security, lodging, transportation, and meals, prior to deployment
5. This position typically works 6 hours per shift, is self-sustainable for 72 hours, and is deployable for up to 14 days

REFERENCES

1. FEMA, NIMS 508: Fatality Management Victim Information Center Team
2. EMA, NIMS 509: Fatality Management Information Collection Coordinator
3. FEMA, NIMS 509: Fatality Management Records Management Specialist
4. FEMA, National Qualification System Guide, November 2017
5. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention (CDC), Immunization Recommendations for Disaster Responders

NOTES

Nationally typed resources represent the minimum criteria for the associated category.