



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
ACCESS AND FUNCTIONAL NEEDS ADVISOR**

ACCESS AND FUNCTIONAL NEEDS ADVISOR

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Access and Functional Needs (AFN) Advisor and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Establish effective relationships with relevant personnel

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Oversees the formation of partnerships with local disability entities for response and recovery: <ul style="list-style-type: none"> ● Federal, state, and local disability subject matter experts ● Local independent living and vocational rehabilitation centers 	E, F, I, J		

2. Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

2a. Behavior: Develop and implement plans

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Participate in preparation of Incident Action Plan (IAP), planning meeting or strategic plan for the next operational period: <ul style="list-style-type: none"> ● Advise about inclusive objectives and inclusive language 	E, F, I		
3. Provide advice and help prepare other relevant plans for the section: <ul style="list-style-type: none"> ● Demobilization plan ● Evacuation plan ● Continuity of Operations (COOP) plan 	E, F, I		

3. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

3a. Behavior: Support and maintain local advocacy and services network relationships

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
4. Collect and compile information from partnering groups and distribute that information to other areas as necessary.	E, F, I		
5. Coordinate with local disability partners to gather information and recommendations concerning event-driven needs, and affect response activities as necessary.	E, F, I		
6. Identify necessary actions to establish and maintain the local advocacy and services network, and advise appropriate resources.	E, F, I		
7. Link disability leaders with established local, state, tribal, territorial, and Federal working groups.	E, F, I		
8. Serve as a direct resource to the community and refer applicants with disabilities to appropriate incident personnel.	E, F, I		

3b. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Respond to requests for information and resolve problems: <ul style="list-style-type: none"> ● Fulfill requests for information concerning subject matter expertise in a timely manner ● Follow up on all requests and problems to ensure their completion within the work period following their initiation 	E, F, I, J		

3c. Behavior: Analyze facts, context, and laws to develop guidance and recommend courses of action

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
10. Analyze and gather facts and data, and apply authorities.	E, F, I		
11. Facilitate resolution of issues related to AFN.	E, F, I		
12. Prepare briefs and other applicable documents that are accessible to all audiences: <ul style="list-style-type: none"> ● Facts/data ● Issues ● Relevant authority ● Analysis ● Recommended courses of action 	E, F, I		
13. Recommend strategies, resources, alternatives, and solutions using inclusive practices to accomplish AFN-related missions.	E, F, I		

3d. Behavior: Advise regarding physical, programmatic, and effective communication access

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
14. Advise incident personnel regarding equal access, equal participation, accommodations, and disability protocols.	E, F, I		
15. Evaluate and monitor for physical, programmatic, effective communications access.	E, F, I		
16. Guide or ensure the completion of facility accessibility reviews with assistance from local subject matter experts: <ul style="list-style-type: none"> ● Shelters ● Other physical locations or service delivery sites 	E, F, I		
17. Provide incident leadership with an accurate picture of whole-community inclusive response and recovery efforts.	E, F, I		
18. Provide technical assistance and advice on effective communications access: <ul style="list-style-type: none"> ● Qualified sign language interpreters ● Communication access real-time translation (CART) ● Video Remote Interpreting (VRI) ● Video Relay Service (VRS) ● Radio Information Service (RIS) ● Braille ● Large print ● CD ● Audio ● Assistive technology (AT) supports 	E, F, I		
19. Provide technical expertise and critical information regarding all elements of emergency preparedness and response capabilities for disability communities.			
20. Recommend actions to mitigate accessibility and accommodation needs.	E, F, I		

3e. Behavior: Demonstrate ability to provide training to a broad audience

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
21. Coordinate formal and informal training for stakeholders.	E, F, I		
22. Demonstrate ability to identify and provide recommendations for accommodations and accessible materials for training.	E, F, I		
23. Develop formal and informal training as necessary.	E, F, I		
24. Facilitate and arrange trainings by stakeholders when necessary.	E, F, I		

4. Competency: Lead assigned personnel

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

4a. Behavior: Identify opportunities and meet requirements to provide equal access and reasonable accommodation in all activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
25. Demonstrate knowledge and understanding of civil rights laws such as the Americans with Disabilities Act (ADA) and the Rehabilitation Act.	E, F, I		
26. Demonstrate knowledge and use of inclusive, person- first language.	E, F, I		
27. Demonstrate the ability to assess and monitor for physical access, programmatic access, and effective communications access.	E, F, I		
28. Demonstrate the ability to identify opportunities for universal accessibility.	E, F, I		
29. Demonstrate understanding of community-based organizations and advocacy organizations and have the ability to define and communicate referral pathways.	E, F, I		
30. Demonstrate use of inclusive language and practices: <ul style="list-style-type: none"> ● People-first language ● Self-determination ● No “one size fits all” ● Equal opportunity ● Inclusion ● Integration ● Physical access ● Equal access ● Effective communication ● Program modification 	E, F, I		
31. Promote a work environment that provides respect and equal opportunity for all.	E, F, I		
32. Refer equal access, disability accommodations requirements, and AFN accommodations to appropriate personnel for resolution.	E, F, I		

4b. Behavior: Ensure the health, safety, welfare, and accountability of the team

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
33. Comply with relevant health and safety requirements.	E, F, I		

4c. Behavior: Coordinate interdependent activities

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
34. Coordinate with AFN Group Supervisor to establish support needs.	E, F, I		