



Job Aid Animal Branch Operations Center (ABOC)



ABOC Assistant

Name: _____ Date: _____ Event: _____

* Use one Job Aid per shift. Document all details in the Tasks (Pending) and Notes Section.
Completed Job Aid will be reviewed at transfer of duties and maintained for future reference.

Time Done	
	OVERVIEW
	<p>The ABOC Assistant supports the ABOC Director as needed, similar to how an Administrative Assistant supports an Executive. Whether or not an Assistant is needed will depend on the size of the incident.</p> <p>ELEMENTS INCLUDE:</p> <ul style="list-style-type: none"> • Being flexible and responding to the situational needs of the ABOC Director. • Understanding of the Animal Branch Operations (ABO) process is a requirement.
	POSITION OVERVIEW
	<ul style="list-style-type: none"> • Support the ABOC Director as needed. Research, attend meetings, run errands, contact people, return phone calls, take on short-term projects, etc. • The ABOC Assistant must be organized, a quick learner, and show common sense.
	REPORTS TO
	ABOC Director
	WHO REPORTS TO
	PLANS & REPORTS – What you create
	<ul style="list-style-type: none"> • Any assigned plans/reports to complete will be assigned as needed by the ABOC Director.
	FORMS & GUIDES – What you use
	<ul style="list-style-type: none"> • Sign in sheet – electronic and printed • 214 • ABOC Assistant Job Aid

	TECHNOLOGY – What you need
	<ul style="list-style-type: none"> • Cell phone • Email • Shelterly knowledge • WhatsApp • Google Workspace • Computer and internet access • Electronic sign-in app
	RESOURCES – What can help
	<ul style="list-style-type: none"> • Stay current on the situation with the ABO IAP, ABO Sit/Stat and EOC IAP. • Access to contact lists for positions in EOC and Animal Branch Operations.
	COORDINATE WITH
	<ul style="list-style-type: none"> • Other positions as requested by ABOC Director.
	ASSIGNMENTS/DUTIES
	<p>Depending on the needs of the incident, any of these duties could be assigned.</p> <ul style="list-style-type: none"> • Assist ABOC Director as requested with everyday tasks, special projects, and communication updates. Take notes, send messages, attend meetings as designee, perform research and more. • Help Animal Branch Operations run smoothly. • Initiate proactive actions and improvements, with approval from ABOC Director. • Other duties as requested/assigned.
	SET UP/START OF INCIDENT
	<ul style="list-style-type: none"> • Start 214. • Help compile contact information for EOC, ICP and ABO positions.
	SHIFT CHANGE / TRANSFER OF DUTIES
	<ul style="list-style-type: none"> • If possible, have next ABOC Assistant job shadow in advance. • Update Job Aid template with any new or revised duties. Explain how to use Job Aid. • Assure they have electronic sign-in access, schedule for meetings, other tools. • Make face-to-face introductions to key people and provide a full contact list. • Assure new person is included in all distribution lists and has access to all reports. • Give update on current situation, areas of concern and current ABOC Assistant support needed. • Provide intel on expected situation over next 24-72 hours and beyond. • Turn over all documentation including completed Job Aids listing tasks and unfinished business. • Leave a phone number where you can be reached.

THINGS TO CONSIDER	
	<ul style="list-style-type: none"> • Bring your own laptop to have access to NVADG files and information.
DEMOBILIZATION	
	<ul style="list-style-type: none"> • Submit all documentation for end of incident. • Prepare for input for After Action report. • Duties will be assigned based on the need of the ABOC Director.
TASKS (PENDING)	
NOTES	

Name: _____ Phone #: _____

Date: _____ Time: _____ am / pm