



**American Red Cross**

Greater Los Angeles

Emergency and Disaster Response  
11355 Ohio Avenue  
Los Angeles, CA 90025  
Phone: (310) 445-9900  
Fax: (310) 445-9961  
After Hours: (888) 737-4306  
[www.RedCrossLA.org](http://www.RedCrossLA.org)

## Training Guide

**Group: Information Management Support Services (IMS)**  
**Activity: Financial & Statistical Information Management (FSI)**

**Record for \_\_\_\_\_ DSHR # \_\_\_\_\_**

**Definition:** Obtain accurate, timely and consistent statistical and financial information.

### Position: Service Associate (SA)

| Required Classes   | Completed On | Recommended | Completed On |
|--|--------------|-------------|--------------|
| FOM<br>Fulfilling Our Mission<br>(DSGEN200A)<br>3.5 Hours  |              |             |              |
| FSI<br>Financial & Statistical<br>Information Management<br>(ARG-3078-2)<br>4.5 Hours (By self study or<br>Instructor Facilitated<br>Method) |              |             |              |

***Service Associate to Supervisor promotions approved by Chapter DSHR review panel***

### Position: Supervisor (SV)

| Required Classes  | Completed On | Recommended                           | Completed On |
|---|--------------|---------------------------------------|--------------|
| All Service Associate<br>Required Classes                                       |              | On the Job Training --<br>Admin Tools |              |
| DFS<br>Disaster Frontline<br>Supervisor (DSSSS601A)<br>3.5 Hours                |              |                                       |              |
| DFSS<br>Disaster Frontline<br>Supervisor Simulation<br>(DSSSS602A)<br>3.5 Hours |              |                                       |              |

***Supervisor to Manager promotions pre-approved by Chapter for final approval from NHQ***



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**Position: Manager (MN)**

| <b>Required Classes</b>                               | <b>Completed On</b> | <b>Recommended</b>                 | <b>Completed On</b> |
|---|---------------------|------------------------------------|---------------------|
| All Service Associate and Supervisor Required Classes |                     | On the Job Training -- Admin Tools |                     |

***Manager to Administrator promotions pre-approved by Chapter for final approval from NHQ***

**Position: Administrator (AM)**

| <b>Required Classes</b>   | <b>Completed On</b> | <b>Recommended</b>                 | <b>Completed On</b> |
|---|---------------------|------------------------------------|---------------------|
| All Service Associate, Supervisor, and Manager Required Classes |                     | On the Job Training -- Admin Tools |                     |

