



Summit County Continuum of Care (SCCoC)

a collaboration of agencies working together for the homeless

Each person is a branch of strength within the community. Strong branches make a strong community!

If you are interested in the position, please send your resume to Karen Jones at kjones@summitcoc.org

Job Title:	Quarantine Support Services	Job Pay:	\$18/hour
Location:	The Chapel in Akron	Supervisor:	Quarantine Supervisor
FLSA Status:	Contract Employee		

Position Summary

Maintain a safe, supportive environment for clients residing in the quarantine center.

Job Description

REQUIRED EDUCATION, EXPERIENCE AND QUALIFICATIONS

- High School Diploma or equivalent
- Valid Ohio driver's is must.
- Must be able to meet agency requirements for criminal background check (Ohio Bureau of Criminal Investigations and Federal Bureau of Investigations).

ROLE AND RESPONSIBILITIES

- Providing confidential services to clients including, but not limited to health information.
- Assisting with day to day operations including: maintaining/contributing to health and safety of everyone in quarantine, facilitates problem-solving of in-house conflicts, and encourages and models positive quarantine interactions by connecting with each client daily.
- Work cooperatively with other staff members and volunteers to ensure best practices in service delivery.
- Maintaining relevant documentation and provide statistical reports in a timely manner.
- Complying with quarantine site policies and procedures
- Ability to communicate effectively, both verbally and in written mode.
- Ability to work independently, organize work efficiently and prioritize responses to changing needs of the persons served.
- Ability to work non-judgmentally with persons whose behavior and belief systems are incongruent with that of society/case manager.
- Ability to cope with frustration and still persevere in goals with individuals who may not improve or may only improve very slowly.
- Assist with transporting donations
- Assist with shopping for quarantine site supplies as needed
- Cleaning and disinfecting all areas of the center.
- Keeping track of clients at all times.
- Facilitating admissions and discharges and reporting to involved parties.
- Maintaining a safe and sober environment for all those in quarantine.
- Reporting to the following shift and any other disciplines involved.
- Performing any other duties as they arise and are assigned.



PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; step up and down; stoop, kneel, crouch; talk, hear and drive. The employee must occasionally lift and/or move up to 50 pounds. The employee may need to transport donations and/or food. The employee may have to shop for supplies/food.
- *Work environment:* This position will be in a facility with homeless individuals who show symptoms of the COVID-19 virus. In addition to interaction with the survivors, the employee may have interactions with families of these individuals and law enforcement. Employee must adhere to dress code standards and wear all provided PPE for the duration of shift.

POSITION TYPE AND EXPECTED HOURS OF WORK

- Varied, as scheduled and agreed upon on employment agreement
- There will be 3 shifts available; 7am-3pm, 3pm-11pm, and 11pm-7am

Additional Qualifications

- Excellent interpersonal and communication skills, particularly with diverse populations. Ability to model open communication, fair and equitable treatment, management of conflicts and work in team structure.
- Empathy towards the persons to be served.
- Must be knowledgeable about substance abuse.
- Computer skills including, but not limited to, Microsoft Word and Excel.
- Experience working with the homeless population a plus.