

**Job Title:** COVID-19 Homeless Isolation Unit Case Worker (Contracted Position)  
**Date:** March 27, 2020  
**Reports to:** COVID-19 Emergency Response Manager

## **JOB PURPOSE**

Under the direction of the PfH COVID-19 Emergency Response Manager and through collaboration with other CoC providers, your challenge will be to ensure that the transitional needs of individuals experiencing homelessness that are recovering from the effects of COVID-19 in designated isolation units are met prior to isolation discharge.

## **ROLES AND RESPONSIBILITIES**

This is a contracted, shift-work position that is expected to last 3-4 months, not to exceed 800 hours. This person will be expected to work outside of standard business hours and possibly beyond 40 hours/week. This position is considered an essential employee and will have to work in the field at times.

This position is for an ambitious and compassionate case worker who will undertake a variety of tasks relative to discharge planning for individuals experiencing homelessness and recovering from the effects of COVID-19. Duties will include but not be limited to:

- Will work in close partnership with CoC providers for the purposes of transitional planning
- Will complete Intake Questionnaire for each Client going into Isolation Unit
- Will define what support is needed upon Intake based on Client needs
- Will coordinate with partner behavioral health and CoC providers to coordinate care
- Will document all discharge planning activities
- Will coordinate discharge planning activities
- Will provide an "all clear" for Client by authorized physician before leaving the Isolation Unit
- May work in close proximity to individuals recovering from the effects of COVID-19
- May work virtually

## **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- High energy and a passion for the CoC's mission and goals
- Experienced in Case Management
- Solid organizational skills including attention to detail and multitasking skills
- Excellent knowledge of community and provider resources
- Ability to work under pressure and multi-task in a fast-paced environment are required
- Excellent verbal communication, interpersonal, and relationship-building skills
- Experience working with vulnerable populations
- Willingness to work in close proximity of individuals recovering from the effects of COVID-19 if needed
- Strong working knowledge of Microsoft Office and of project management tools
- Strong working knowledge of HMIS
- At least a Bachelor's Degree or relevant field experience may be considered in lieu of a degree
- Experience in homeless services (preferred)

## **SUPERVISORY RESPONSIBILITIES**

None

## **COMPENSATION**

This is a temporary, contractual position, which pays \$15/hour. There are no benefits for this position.