**Summary:**

As King County continues to take an aggressive approach to fighting the effects of COVID-19, we are asking for your help. There is a significant need for additional staffing assistance at the isolation/quarantine sites. These roles do NOT require a medical background but will provide critical assistance to our healthcare providers who are caring for these patients. We are reaching out to the community to see who might be available and interested in serving as a **Emergency Facility Site Worker**.

***Please note:*** This is a facility role that will have limited interaction with symptomatic/COVID positive clients.

**Work Schedule:** This is a 24/7 staffing need, so we are looking especially for people who can serve a variety of shifts.

**Who may apply:** Any individual able and willing to perform the job duties.

**Locations:**

We are seeking individuals to work in both existing and new King County facilities. All locations are located within King County.

**Job Duties:**

Staff will be expected to provide general support including monitoring the work site, providing supplies, and notifying medical staff if there is an emergency.

* Organize, oversee, establish and maintain data sources that may include contracts, budgets, payroll, legal documents and/or other records.
* Research and summarize specialized or technical information from varied sources.
* Compose, draft, summarize, prepare, proofread and/or edit documents.
* Schedule meetings and maintain calendars for supervisor and/or organizational unit/program.
* Perform other duties as assigned.

**Experience, Qualifications, Knowledge, Skills:**

* Ability to establish and maintain effective and cooperative relationships while working as a part of a multidisciplinary team to include medical staff and other site employees.
* Skill in working under stressful conditions, remaining calm and exercising sound judgment.
* Ability and experience making decisions in ambiguous situations.
* Skill in dealing effectively with the public in emotional situations, detecting potential problems and preventing escalation.
* Skill in effective communications both oral and written.
* Skill in working with a variety of individuals from diverse backgrounds.