

Shelter Health Assessment Coordinator – DEADLINE 07/23/2021



OUR MISSION

Porchlight strives to reduce homelessness in Dane County by collaborating with the community to provide shelter, affordable housing, and supportive services that eliminate barriers and empower the individuals and families we serve.

This mission to serve those struggling with homelessness can only be accomplished through the generous support of community members and the endless dedication of our staff and volunteers.

HOW TO APPLY: Interested candidates must have a formal Employment Application on file, which can be found at <http://porchlightinc.org/careers/>.

Email: hr@porchlightinc.org
Post Mail: Human Resources, Porchlight, 306 N. Brooks St., Madison, WI 53715

Title: Shelter Health Assessment Coordinator
Department: DIS
Primary Location: 200 N First Street, Madison
FLSA Status: Nonexempt
Employment Status: part-time, regular
Regular Schedule: 4 pm – 9 pm, Sunday, Monday, Wednesdays and other days as needed
Pay Range: \$16-17/hour based on experience
Benefits Available: no benefits

Summary: Under the oversight of the Shelter Manager, a Shelter Health Assessment Coordinator is responsible for assessing and diverting guests experiencing symptoms consistent with COVID-19 to emergency medical care or to isolation/quarantine. Shelter Health Assessment Coordinators work with in-person volunteers and staff to ensure each guest presenting at shelter receives an initial symptom screening, collaborate with virtual nurse volunteers to provide in-depth screenings for guests who report or present with symptoms, oversee on-site COVID testing, and coordinate referrals to isolation/quarantine and/or ERs as necessary.

ESSENTIAL RESPONSIBILITIES/DUTIES

- Set up the health assessment area at the beginning of each shift; connect via tablet to virtual nurse volunteer(s), connect secondary tablet to moveable stand to assist with initial screenings as necessary. Review any communication about shelter guests from Public Health staff.
- Orient and train in-person volunteers on health assessment protocols, including screening shelter guests, maintaining confidentiality, and appropriate use of personal protective equipment (PPE).
- Create a welcoming environment for new and returning guests, including greeting shelter guests as they arrive, explaining the purpose and process of symptom screening, and answering any questions guests may have about diversion from shelter due to symptoms.
- Treat guests with respect and professionalism by practicing active listening, preserving guest confidentiality, avoiding power struggles, and maintaining patience in difficult situations.
- Conduct initial screenings using the COVID-19 Screening and Triage Tool. Ensure all guests are wearing masks and use hand sanitizer before entering shelter.
- Divert any guest who reports or presents with symptoms, registers a fever, or is identified as a contact to a COVID-19 case to the health assessment area. Facilitate an in-depth screening with a virtual nurse volunteer and refer to shelter, isolation/quarantine, or ER as recommended.
- Follow the most up-to-date screening and referral protocol; complete and submit all necessary documentation and arrange transportation for shelter guests as necessary.
- Communicate effectively with community partners to best serve shelter guests, especially those providers focused on treating, preventing, and slowing the spread of COVID-19.
- Encourage shelter guests to engage in other on-site health and prevention services, including COVID-19 testing, vaccine clinics, and medical outreach. Facilitate individual testing and gather results.
- Work effectively as a member of the shelter team, including maintaining open lines of communication, consulting about guest needs or situations, cooperating to complete tasks, and engaging in shared decision-making, as appropriate.
- Collaborate with Shelter Case Managers to identify and assist guests who may need access and connection to primary care for ongoing health issues.

PORCHLIGHT, INC.

306 N BROOKS ST
MADISON, WI 53715
P: 608.257.2534

F: 608.257.2507

WWW.PORCHLIGHTINC.ORG



Shelter Health Assessment Coordinator – DEADLINE 07/23/2021



PORCHLIGHT, INC.

306 N BROOKS ST
MADISON, WI 53715

P: 608.257.2534

F: 608.257.2507

WWW.PORCHLIGHTINC.ORG

- Inventory health assessment documents, supplies, and PPE; request more as needed.
- Ensure all electronics and supplies are stowed away and the health assessment area is secured at the end of each shift; report to shelter staff the number of guests who required nurse screenings.
- Communicate shelter rules and policies; set limits with guests as appropriate, in keeping with a low-barrier shelter model.
- Identify and intervene productively in emergency situations, including medical emergencies, mental health crises, and interpersonal conflicts.
- Engage in ongoing training, coaching, and education related to de-escalation, substance use, mental health symptoms, and other professional skills (provided by Porchlight). Complete certifications as required.
- Maintain thorough and timely documentation of incidents, guest situations, and services provided, in keeping with program guidelines.
- Attend and participate productively in regular team meetings.
- Maintain appropriate professional boundaries with guests, including refraining from engaging in social relationships or exchanging money/goods with guests. Report preexisting relationships that may cause a conflict of interest to the Shelter Manager.
- Sweep, mop, wipe surfaces, take out trash, and perform other cleaning tasks as required to maintain a safe and sanitary environment throughout the shift. Use personal protective equipment (PPE) and follow appropriate protocols when cleaning bodily fluids.
- Perform other duties as assigned.

Teamwork & Collaboration:

- Works in collaboration with program and all other agency staff to facilitate a team environment.
- Demonstrates and models effective communication skills in building relationships with all clients and employees.
- Creates good working relationships with other service providers.
- Participates in the development and implementation of Porchlight's strategic plan.

Porchlight Values & Culture:

- Treats all clients, employees, and visitors with caring, kindness, respect, and dignity.
- Helps to create an environment that values and appreciates diversity.
- Adheres to all Porchlight policies, procedures, code of conduct, and attendance rules.
- Maintains strict confidentiality of all information.
- Adheres to Porchlight policies in the use of computer technology and tele-communications devices.
- Conducts self within appropriate and expected professional boundaries and policies.

QUALIFICATIONS

- Genuine desire to work with people experiencing homelessness, including those with mental illness and/or chemical dependency (experience working with these populations preferred).
- Ability to communicate and work effectively with staff and guests from various backgrounds.
- Ability and willingness to work effectively and professionally with guests displaying a wide range of challenging, unpleasant, and/or unusual behavior.
- Willingness to work on site in an environment with numerous other individuals and to wear personal protective equipment (provided).
- Proficiency with computers and tablets, experience with data tracking spreadsheets.
- Attention to detail, ability to complete thorough and accurate documentation.



Shelter Health Assessment Coordinator – DEADLINE 07/23/2021



PORCHLIGHT, INC.

306 N BROOKS ST
MADISON, WI 53715

P: 608.257.2534

F: 608.257.2507

WWW.PORCHLIGHTINC.ORG

Physical Demands:

The following physical demands are representative of those required by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be available to enable individuals with disabilities to perform the essential functions.

- Indoor environment: open office, shelter, kitchen, dormitories, tenant units, facilities, etc.
- Outdoor environment: parking lot, grounds, etc.
- Exposure to weather: extreme heat/cold, loud noises, fumes, airborne particles, toxic/caustic chemicals, risk of electrical shock and vibration.
- Sitting.
- Standing, kneeling, walking.
- Bending, stooping.
- Reaching, pushing, pulling.
- Climbing stairs.
- Lifting, carrying up to 25 pounds.
- Repetitive, fine hand, finger, and foot movements.
- Typing/data entry.
- Talking, hearing, interacting with coworkers, vendors, participants.
- Close vision.
- Distance vision, field of vision, color/depth perception.

Physical Qualifications:

- Seeing, hearing, speaking.
- Reading, writing.
- Basic English comprehension, written and oral communication.
- Ability to lift 25 pounds.

EEO STATEMENT

It is our policy not to discriminate against any employee or applicant because of race, religion, marital status, age, color, sex, disability/handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, gender identity, physical appearance, sexual orientation, political beliefs, or student status.

