Job Title: Clinical Quality Assurance Officer
Date: April, 17 2020
Reports to: COVID-19 Emergency Response Manager

JOB PURPOSE
Under the direction of the PfH COVID-19 Emergency Response Manager your challenge will be to provide onsite support with regards to monitoring the symptoms and medical documentation of clients placed at one of our Isolation Hotels. Isolation Hotels are used to house individuals experiencing homelessness that have either: been diagnosed with COVID-19; been exposed to COVID-19; or, had a negative test for COVID-19 but are over the age of 65 and/or have underlying health conditions that leave them vulnerable to complications from COVID-19.

ROLES AND RESPONSIBILITIES
This is a 12 hr. per shift position (12pm – 12am) 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 at the site.

This position is for an ambitious, compassionate, and experienced individual who will undertake a variety of tasks relative to monitoring health of clients and quality of operations in one of our Isolation Hotels. Duties will include but not be limited to:

- Will work in close partnership with ERM for the purposes of sharing information relative to client health monitoring and other information as needed.
- Will assist with chart and documentation review to ensure continuous quality improvement
- May assist with training staff on proper use of PPE (donning & doffing)
- Will monitor staff use of PPE to ensure compliance
- May serve as “floater” monitoring activity throughout hotel
- May meet basic needs of individuals experiencing homelessness to keep them calm and comfortable.
- May assist in coordination with partner behavioral health and CoC providers to coordinate care.
- Will report all safety and security concerns to onsite security staff.
- Will document all issues and concerns that may arise in the Unit and share same with TCM.
- Will participate in discharge planning.
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS
- Georgia licensed paramedic, ACLS and BLS (Required)
- High energy and a passion for the CoC’s mission and goals
- Solid organizational skills including attention to detail and multitasking skills
- 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
- Experience in homeless services (preferred)

SUPERVISORY RESPONSIBILITIES
None

COMPENSATION
This is a temporary position, which pays $22.00-$25.00/hour. There are no benefits for this position.

Interested applicants should apply at: www.partnersforhome.org/covid in the “IMMEDIATE OPENINGS” section.