

# Isolation & Quarantine Team Consultants (PS2) – Non-Permanent – DOH5814

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**Salary** ⓘ \$3,294.00 - \$4,286.00 Monthly  
**Location** ⓘ Lewis County – Centralia, WA  
**Job Type** Full Time - Non-Permanent  
**Department** Dept. of Health  
**Job Number** DOH5814  
**Closing** ⚠️ 11/2/2021 9:54 AM Pacific

DESCRIPTION

BENEFITS

QUESTIONS

## Description



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**Important Note:** As stated in Governor's Proclamation 21-14, all employees engaging in work for the Department of Health are required to be fully vaccinated against COVID-19 prior to your hire date. Proof of vaccination will be verified by the Office of Human Resources after an employment offer has been extended and accepted. Please reach out to the Office of Human Resources at HR@doh.wa.gov if you need information on a medical or religious accommodation.

**Apply early!** Application review will be ongoing. **Initial review begins September 21, 2021.** This recruitment is open and continuous. The hiring authority reserves the right to make a hiring decision and/or to close the recruitment at any time.

The mission of the Department of Health (DOH) is to protect and improve the health of people in Washington. The division of Emergency Preparedness and Response (EPR) ensures the agency and its local health, tribal, and medical partners are better prepared to respond to and recover from public health emergencies, major disasters, and terrorist activities that affect the health of the people of Washington State.

The Isolation and Quarantine (I&Q) Section works to decompress hospitals by supporting local and state isolation and quarantine, Alternate Care Facility (ACF), and patient transport (EMS) by partnering with local governments (Tribes, Counties, Cities) and communities, state agencies, and other entities in the event of an emergency.

People who test positive for COVID-19 or who are exposed to someone who tests positive are asked to isolate or quarantine (I & Q) away from other people for 10 to 14 days in order to reduce risk of transmitting the virus to others. Most people are able to isolate or quarantine in their own homes. In Washington State, providing for I & Q is the responsibility of local jurisdictions.

The state Isolation and Quarantine facility was created for individuals who are not Washington residents but are traveling in our state and test positive for COVID-19 or who have been exposed to someone who tests positive and do not have a residence or other location in which to spend their 10-14 day isolation or quarantine period.

Our state facility operates from within a motel in Lewis County. Our team provide a number of different services for our guests. Team members provide transportation to and from the facility in vans that have been altered to separate air flow to protect the driver. There is a nurse on staff who checks guest vitals multiple times per day to ensure that guests whose condition worsens get timely transport to a medical facility for care. Another team member will accompany the nurse on their rounds and take notes for the nurse. Team members provide for all aspects of the guest's stay to include providing laundry services, delivering hygiene products, delivering ready-made foods or microwaveable foods to the guests. Team members also answer phones, check inventory and keep track of supplies needed to safely operate the facility. Team members receive training in fit and use of personal protection equipment (PPE). In addition, team members may be asked to provide technical assistance to local health jurisdictions or tribal nations on facility operation and performance.

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**Learn more about Isolation and Quarantine for COVID-19 (<https://www.doh.wa.gov/Emergencies/COVID19/CaselnvestigationsandContactTracing/IsolationandQuarantineforCOVID19>)**

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Privacy Policy. Under the direction of the Team Lead, these Program Specialist 2 (PS 2) positions are responsible for participating in program planning and evaluation of health service delivery products and identifying needs for personnel, supplies, and activities to support community and state response activities.

These positions implement policies and procedures that guide the work of the team.

***This recruitment will be used to fill three (3) non-permanent full-time Program Specialist 2 positions located within the Division of Emergency Preparedness & Response. These Program Specialist 2 positions are anticipated to last twelve (12) months from date of hire.***

The duty station for this position is in Centralia, WA at our State Isolation and Quarantine Facility. The facility is staffed 24 hours per day and 7 days per week. Staff may work any or all of the three shifts and may work overtime as needed to ensure adequate staffing of the facility.

### **About the Department of Health**

The vision of the Washington State Department of Health (DOH) is equity and optimal health for all. Our mission is to work with others to protect and improve the health of all people in Washington state.

### **Our Values**

Good organizations know what they do and how they do it. Great organizations also understand why they do it. Our values are:

- **Human-centered:** We see others as people who matter like we do and take into account their needs, challenges, contributions, and objectives.
- **Equity:** We are committed to fairness and justice to ensure access to services, programs, opportunities, and information for all.
- **Collaboration:** We seek partnership and collaboration to maximize our collective impact. We cannot achieve our vision alone.
- **Seven Generations:** Inspired by Native American culture, we seek wisdom from those who came before us to ensure our current work protects those who will come after us.
- **Excellence:** We strive to demonstrate best practices, high performance, and compelling value in our work every day.

### **Benefits of Working for DOH**

Washington is America's Top State, according to [U.S. News \(2021\)](https://www.usnews.com/news/best-states/washington) (<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.usnews.com%2Fnews%2Fbest-states%2Fwashington&data=04%7C01%7Cdanielle.dahm%40doh.wa.gov%7Caf71b27885474c9fdda908d8e3231036%7C11d0e217264e400a8ba057dcc127d72d%7C0%7C0%7C637509087042414191%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6I1haWwiLCJXVCi6Mn0%3D%7C1000&sdata=EPTmIVNHiGwxjISB83BJkJC6rRTdvPncbjaUYFmj4jA%3D&reserved=0>), and provides one of the most competitive benefits packages in the nation.

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**We also provide a healthy life/work balance by offering flexible schedules and telework opportunities.**

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Settings". We encourage you to read our Terms of Use and Privacy Policy to better

understand our data to serve your community through meaningful work.

- **Growth and development opportunities.**
- **A wellness program that offers education access to healthy food, and fitness classes.**
- **Opportunities to serve your community through meaningful work.**
- **A commitment to diversity and inclusion fosters an inclusive environment that encourages all employees to bring their authentic selves to work.**

- An Infant at Work Program based on the long-term health values of breastfeeding newborns and infant-parent bonding.
- A modernized workplace.



### Duties Include

- Maintaining the readiness of the facility and equipment which includes ensuring contractors have cleaned the facility adequately. Staff may also be responsible for making beds, doing laundry, and restocking supplies.
- Providing direct services to guests of the facility to include check-in, purchasing groceries and supplies for the site and guests, distributing microwavable/readymade meals and or sandwich fix and other resources, and ensuring all guests receive excellent customer service.
- Assisting with inventory of resources: tracking PPE, food, and hygiene supplies. Notifying leadership of the need to order more supplies.
- Assisting nurses on performing rounds by taking notes.
- Maintaining facility cleanliness and processing guest laundry.
- Providing guest transport to and from the facility.
- Prepping the facility to receive guests, ensuring rooms are stocked and have been properly cleaned.
- Providing outreach, education, and training to internal and external stakeholders.

### What we're looking for

Our ideal candidate has a driving passion for the work, brings humility to their job and interactions, and understands how their actions affect others. They see the needs and objectives of others and take them into account while achieving their objectives, and they adapt their approach and expectations accordingly. Our ideal candidate is outward even when confronted with others that are not open or collaborative. They demonstrate resilience to model outward behaviors even when stressed or tired.

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### Required Qualifications

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- **Option 1:** Three (3) or more years of demonstrated experience working in public health, healthcare, hospitality, customer service, or a closely related field.

- **Option 2:** An Associate's degree or higher in public health, healthcare, hospitality, customer service, or closely related field; **AND** one (1) or more years of experience working in public health, healthcare, hospitality, customer service, or closely related field.

OR

- **Option 3:** A Bachelor's Degree or higher in public health, healthcare, hospitality, customer service, or related field.

### Desired Qualifications

- Demonstrated experience dealing with institutional and jurisdictional problems and making independent decisions, as needed.
- Knowledge of and experience with working in Emergency Operations Centers and under an ICS structure during actual emergencies, disasters and/or functional/full-scale exercises.
- Community health experience.
- Certified Nursing Assistant (CNA) certification.
- Experience as a Home Care Aide.

### Application Process

Intrigued? Click "Apply" to submit your detailed application profile along with the following:

1. A **cover letter**, describing how you meet the qualifications and why you are interested in this position.
2. A current **resume**.
3. Three (3) or more **professional references**, to be included in your profile. Please include at least one supervisor, peer, and (if you have supervised staff) someone you have supervised or led.

**Important Note:** Do not attach documents that contain a **photo** or **private information** (social security number, year of birth, transcripts, etc.) or documents that are *password protected*. These documents will not be reviewed and may cause errors within your application when downloaded.

Applicants wishing to claim Veterans Preference should attach a copy of their DD-214 (Member 4 copy), NGB 22, or signed verification of service letter from the United States Department of Veterans Affairs to their application. Please remove or cover any personally identifiable data such as social security numbers and year of birth.

The Washington State Department of Health (DOH) is an equal opportunity employer. DOH strives to create a working environment that is inclusive and respectful. We prohibit discrimination based on race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability.

This is a position covered by a bargaining unit for which the Washington Federation of State Employees (WFSE) is the exclusive representative.

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HR@doh.wa.gov if you need information on a medical or religious accommodation.

- Legally operate a state owned vehicle in a variety of weather conditions.
- Work Sunday – Saturday (days off will vary).
- Work weekends and shift work to include days, evenings, and night shift.
- Occasionally work more than 40 hours per week and/or to adjust normally scheduled hours, which may include evening and weekends.
- Travel as needed to transport guests to and from the facility.
- Drive in heavy traffic, on interstate, highways, and within major metropolitan areas anywhere in Western Washington.
- Work in a climate controlled I & Q facility office setting.
- Work remaining stationary for extended periods of time, with repetitive motions.
- Move and/or transport objects weighing up to 40 pounds.
- Participate in emergency response activities and when the Agency Activation Center is activated.
- Fit tested on N95 masks and wear Personal Protective Equipment (PPE) at all times while in the facility.
- The duty station for this position is in Centralia, WA at our State Isolation and Quarantine Facility. The facility is staffed 24 hours per day and 7 days per week. Staff may work any or all of the three shifts and may work overtime as needed to ensure adequate staffing of the facility.

If you have questions, need alternative formats or other assistance please contact Recruitment@doh.wa.gov, or TDD Relay at 1-800-833-6384 or 7-1-1. Technical support is provided by NEOGOV, 855-524-5627 (can't log in, password or email issues, error messages).



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<http://www.doh.wa.gov/AboutUs>

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### Supplemental Information

This recruitment may be used to fill the highest positions of the same job classification across the agency. Provide a personalized experience, and analyze site usage. Only applicants who follow the directions and complete the Application Process in-full will have their responses reviewed for consideration. [Cookie Settings](#)

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Responses are reviewed for consideration of Use and Privacy Policy to better understand our use of data.

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Education and experience selected, listed and/or detailed in the Supplemental Questions must be verifiable on the detailed applicant profile submitted.

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Agency	Address	Phone	Website
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