**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 during this emergency. 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 **Site Manager**.

**Please note:** This is a facility role that will have no 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:**

The site manager will ensure that rooms are prepped and unlocked to receive clients, that deliveries (food, other necessities) are happening, as well as track room availability. DCHS staff will be in charge of all the other residential needs. Each site will have an offsite site director (DCHS), security guard (FMD), and a site manager.

* Plan, organize, schedule and coordinate work activities
* Provide guidance and technical assistance to staff
* Monitor budget expenditures and authorize purchases
* Recommend changes to procedures and guidelines affecting the facility

**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