

POSITION DESCRIPTION: General Staff - Shelter Setup (ICS-204 Form)

Position: DRC General Staff - Shelter Setup	Section: Emergency Support Function (ESF) - #6
Position Supervisor: PIC (Person in Charge)	
Work Location:	
Shifts:	
24 Hour Shelter Contact:	ESF-6 Sheltering Lead: 503-988-8937
<p>Unit Overview: The Emergency Support Function (ESF) #6 is responsible for coordinating all mass care and sheltering operations during a Multnomah County emergency response.</p> <p>Position Responsibilities: The general staff position performs a variety of roles necessary to set up a Disaster Resource Center (DRC) established by Multnomah County or its partners. This position is supervised by an onsite Shelter Setup Lead and may include organizing, cleaning and setup.</p> <p>Working Environment</p> <ol style="list-style-type: none"> 1. This location will provide adequate ventilation and hand hygiene supplies 2. Assignment may include bending, sweeping/mopping/emptying trash, walking, standing for extended periods, and carrying less than 40 pounds 3. Meals, snacks, and beverages will be provided as appropriate. <p>Working Environment - COVID-19 Precautions</p> <ol style="list-style-type: none"> 1. To limit the spread of COVID-19 and its variants, all guests will be required to mask. Masks will be worn throughout the stay. Staff must mask indoors regardless of vaccine status. 2. Staff and guests should follow the COVID-19 guidance for shelter settings: <ol style="list-style-type: none"> a. We are not currently screening guests or staff for COVID-19 symptoms before they enter the site. If a guest reports to staff that they are experiencing symptoms of COVID-19, please call the Referral Specialist with Behavioral Health Division at 503-318-9262 to initiate the VIMO referral process. b. Staff with symptoms such as a cough, shortness of breath or difficulty breathing, muscle aches, headache, chills, or fever should stay home. See CDC's list of COVID-19 symptoms (link is external). c. Staff should wash or sanitize hands frequently, and try not to touch their faces. d. Staff should wear gloves when touching personal belongings of guests. e. Follow the CDC recommendations (link is external) for when to end isolation after being out sick. f. The State of Oregon provides detailed Statewide Mask, Face Shield, Face Covering Guidance. <ol style="list-style-type: none"> i. Face coverings are required in Oregon for everyone 5 and older, in all indoor public spaces and also outdoors when you cannot keep 6 feet from others. ii. The state's mandate acknowledges that some people can request an accommodation due to health conditions, age, or differential ability. iii. If any guests or staff do not have their own mask or face covering, please provide them. iv. Recommend staff be under 65 and without medical conditions that cause increased vulnerability for severe COVID-19 disease per CDC 	

Ethics & Philosophy

1. Be patient, kind, and a good listener.
2. Create welcoming spaces and interrupt oppression.
 - a. Ensure the identity of the individual has no effect on the services we provide
3. Use supportive, person first language and body language. Please be mindful of how your behavior can escalate or de-escalate any situation. Individuals staying in the shelter should be referred to as **guests**.
4. Use compassion, acceptance, and mutual respect.

Understanding [Vision, Mission, Values and Goals of Multnomah County](#)

Understanding [Core Concepts of Assertive Engagement](#) for working with guests and other staff

Understanding of [Equity Lens](#) and how to use it when planning, developing or evaluating a policy, program or decisions

Understanding how to inclusively [Lead with Race](#) for all operations and activities and applying a racial equity framework

Qualifications

1. The capability to arrive safely at the facility
2. The capability to lift up to 40 pounds.

Safety Message

1. During general clean-up be mindful of sharp objects:
 - a. Wear nitrile gloves underneath **puncture resistant gloves** when emptying trash
 - i. If you are unable to find puncture resistant gloves, request these from PIC immediately
 - b. Empty trash frequently so that bags are not completely full and difficult to pick up.
 - c. If an incident occurs with a sharp object, follow the Sharps Protocol found [here](#).
2. If any emergency occurs, contact 911 as appropriate, and notify the PIC.
 - a. Bring a flashlight when greeting first responders.
 - b. Guide responders into the space to guest.
 - c. Document your observations and role related to the incident.
3. Call 911 if needed, and follow Incident Reporting and Protocol - Found [here](#)
4. No-slip traction devices for outdoor shoes/boots can be helpful.

General Position Duties

1. Assist in setup the shelter space following guidance provided by the PIC. This may include unpacking supplies; setting up tables, chairs, and cots; hanging signage; taping off guest spaces; general cleaning etc.
2. Arrive on time and stay for the duration of your shift.
3. Familiarize yourself with the facility. This will help you assist with any cleanup or other tasks that may come up during your shift.
4. Maintain situational awareness. Notify the PIC of any concerns as soon as they are discovered.
5. Check in with the PIC prior to leaving the shelter, even for brief periods of time. Remember to Sign in and out (prior to leaving the shelter, even for brief periods of time)

6. Obtain and use your personal protective equipment (PPE):
 - a. Masks should be utilized when in the presence of others. Extras are available on site for staff who need them.
 - b. Please keep at least one pair of nitrile gloves with you in case they are needed.
7. Attend the incoming, and outgoing, shift briefing with the PIC. The shift briefing should cover the following:
 - a. Incoming
 - i. Personal introductions for familiarity with co-workers,
 - ii. Develop a contact list with current phone numbers of staff.
 - iii. Provide any operational or site updates,
 - iv. Review cleaning policies/processes
 - v. Save time for questions from staff.
 - b. Outgoing
 - i. Review the shift to obtain information that should be shared with incoming/future shifts,
 - ii. Ensure any concerns or questions are addressed from shift operations,
 - iii. Save time for questions from staff.
8. Problem-solve as issues arise and elevate issues to the PIC as needed.
9. Inform the PIC if any property damage is observed.
10. Work in a team environment with other staff and a variety of outreach workers, first responders, volunteers, and others who may come to the shelter to provide assistance.
11. Incorporate [MultCo COVID-19 guidance for shelter settings](#) when making decisions in relation to shelter operations, activities, and maneuvering around the shelter.

Special Instructions

1. Bring snacks and drink plenty of fluids.
 2. You may need to be outside and/or work with cleaning products (including bleach solution) during your shift, please dress accordingly. Close toed shoes are required. Some additional recommendations:
 - a. Comfortable clothing that allows for movement
 - b. Durable clothing that you don't mind getting dirty
 - c. Layers (for example, short sleeves with a jacket)
- Staff are permitted to dress in a way that corresponds with their gender identity and/or gender expression.
3. Remain calm, use supportive language and non-threatening body language. Remember you have a team and support.
 4. It is important to talk to someone regarding any response related to stress. The following are tips to limit stress:
 - a. Take steps to promote your own physical and emotional healing by healthy eating, rest, exercise, and relaxation.
 - b. Talk with someone about your feelings - anger, sorrow, and other emotions - even though it may be difficult.
 - c. Call the Multnomah County Crisis Line 503-988-4888

Equipment & Supply Needed

- Appropriate PPE - Mask needed
- Please bring a cellular phone for communication with co-workers during the shift.

Prepared By: Jenny Carver

Date: 11.15.2021

Approved By:	Date:
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