

**Quinault Indian Nation
Incident Command Team
8th Street Avenue Isolation/Quarantine Site Monitors**

Statement of Qualifications Due:
December 17, 2021

The Quinault Indian Nation Incident Command Team is seeking qualified individuals to serve as site monitors for the 8th Street Isolation and Quarantine Site. All site monitors are required to work onsite.

The below application is due to Ryan Allen at bids@quinault.org by 4:30pm Friday, December 17th, 2021.

Scope of Work:

All job duties are listed, but a more detailed list will be provided in contracts, it can be shared with interested parties upon request.

1. Follow policies and protocols as indicated by County. Maintain 6' distance and wear appropriate PPE when engaging with clients at all times. Encourage client adherence to voluntary isolation/quarantine (ISO/Q) general rules.
2. Responsible for checking clients in.
3. Responsible for delivering food to client doors, maintaining social distancing (knock and drop).
4. Responsible for helping maintain and monitor the security of the facility.
5. Be able to monitor activity of clients to ensure smooth ISO/Q operation and a safe environment for all parties including encouraging guests to comply with facility rules.
6. Responsible for knowing the whereabouts of clients at all times during Q/I.
7. Respect the confidentiality of each client.
8. Report extraordinary changes in client behavior or situation to On-Duty ISO/Q Coordinator.
9. Call 911 only if there is imminent threat to guest, staff, or volunteer safety.
10. Report need for supports such as cleaning, maintenance/repair, PPE, supplies, or other needs to the Facility Coordinator via phone and keep a written record on appropriate log.
11. Other duties as assigned.

Specifications for Isolation/Quarantine Site Monitors

Location

Site monitors are expected to report onsite to work. They will need reliable transportation to and from work. They will not be required to do any driving for work.

Hours of work

There are three shifts a Site Monitor can work: 5:00am – 1:00pm; 1:00pm – 9:00pm; and 9:00pm – 5:00am

Pay

Rate of pay is \$30/hour and will be billed via invoice bi-weekly or monthly to the ICT for payment. All QIN procurement policies and procedures will be followed.

To be considered for the position, please fill out the following information and submit to bids@quinault.org

8th Street Avenue Isolation/Quarantine Site Monitor Application

Name: _____ Phone Number: _____

Do you have access to reliable transportation to and from site? Yes No

Do you have a valid Driver's License? Yes License # _____ No

Do you currently work: Full-time Part-time N/A

It is required that you are vaccinated for this position, can you provide vaccination record to show you are vaccinated? Yes No

We follow QIN Indian Preference policies, for our records, please select one below:

 Quinault Tribal Member, Enrollment number _____

 Supporting Quinault

 Other Tribal Member _____

 Other

If selected for this position I understand that I will be onsite with positive patients and/or direct exposures and it is required that I wear appropriate PPE and follow all safety guidelines outlined for site monitors:

Yes, I understand

No, I do not understand

I can work the following shifts (please mark all you are available for):

Monday through Friday

5am – 1pm (morning)

1pm – 9pm (afternoon)

9pm – 5am (swing shift)

Saturday and Sunday

5am – 1pm (morning)

1pm – 9pm (afternoon)

9pm – 5am (swing shift)

I can start on the following day: _____

I understand this position is not guaranteed hours, it is on-call and will only be staffed when patients are onsite.

Yes, I understand

No, I do not understand

Please rate your ability to handle the following job requirements –

| Job Requirements: | Not very good: | Average: | Good: | Excellent: |
|--|----------------|----------|-------|------------|
| Ability to deal with different people and situations appropriately, including effective communication with patients. | | | | |
| Ability to respond calmly and appropriately in a crisis. | | | | |

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| Ability to frequently stand, walk, stoop, sit crouch, bend speak and hear. | | | | |
| Ability to sit for long periods of time. | | | | |
| Ability to document required information such as inventory, guest information, time worked and hours. | | | | |
| Ability to lift, carry, pull, or otherwise move objects between 10 and 40 pounds. | | | | |
| Ability to work collaboratively and cooperatively with other staff, QIN ICT and county partners. | | | | |
| Ability to wear appropriate PPE when onsite (may include: N95 Mask, rubber gloves, Tyvek suit/gown, etc.). | | | | |

Application Process:

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Terms and Conditions

Questions regarding this RFQ or the submittal process should be directed to Alyssa Johnston at alyssa.johnston@quinault.org. All responses will be provided via email. Unauthorized contact regarding the RFQ with any other QIN employee may result in disqualification. Indian Preference applies to all contract procurement with the QIN. QIN reserves the right to reject any and all submittals and to waive irregularities and informalities in this RFQ process. This RFQ does not obligate QIN to pay any cost incurred by respondents in the preparation and submission of the statement of qualifications. All such cost shall be borne solely by each submitter. Furthermore, the RFQ does not obligate QIN to enter into a contract or proceed with the procurement of the project or any services.