



Resolving  
Homelessness  
Together

## Campus Health Monitor

Housing Matters partners with individuals and families to create pathways out of their homelessness into permanent housing. Housing Matters is a leader in working to end homelessness – and we want you to be part of our team. Housing Matters is looking for individuals eager to make a difference and willing to enthusiastically commit to joining in our vision that homelessness in Santa Cruz County should be rare, brief and non-recurring.

### Job Description

The Campus Health Monitor is responsible for organizing, following, administering and enforcing Housing Matters COVID-19 health and safety policies and procedures.

- Responsible for updates, phone calls and emails regarding employee and participant health in regards to COVID-19 and facilitating next steps according to CDC and Housing Matters COVID-19 policies and procedures.
- Administers and tracks detailed COVID-19 health screenings for staff and works with Human Resources to maintain accurate and detailed COVID-19 related health records.
- Oversees COVID-19 health checks and procedures at our entrance and exit kiosk.
- Enforces and oversees COVID-19 standard safety practices on Housing Matters grounds for participants and staff.
- Responsible for keeping track of CDC COVID-19 health and safety updates, rules, and protocol.
- Facilitates contact tracing and safety procedures in the event of a COVID-19 exposure.
- More duties assigned.

### Qualifications

- Must have a background in social work, case management or experience working with vulnerable populations.
- Sufficient knowledge of google suite, including google sheets, google docs, gmail etc...
- Office Administration experience preferred.
- Must be patient, understanding and able to keep composure when handling difficult situations or hostile individuals.
- Detail-oriented, highly organized, responsible, self-motivated and able to set and meet goals and deadlines.
- Demonstrated ability to work effectively with people of all backgrounds

### Hours

This is a full time, hourly, benefited, non-exempt position. Occasional evenings and weekends required. Health Insurance, PTO and Vacation benefits begin after the 30-day introductory period.

[www.housingmatterssc.org](http://www.housingmatterssc.org)



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