



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE: Outreach Specialist  
PROGRAM: Yellow Brick Road - Longview  
OPENING DATE: March 27, 2017  
CLOSING DATE: Open until filled  
HOURS/WEEK: 20

SCHEDULE: To be determined.

WAGE/BENEFITS: Beginning wage is **\$13.00/hour**. Position is eligible for pro-rated benefits. Janus offers an excellent benefits program including medical, dental, life & long-term disability insurance; EAP; 401(k) and paid time off (varied eligibility waiting periods apply). Voluntary optional coverages are also available.

TO APPLY: Submit a resume and cover letter to Tynna Purtteman, c/o Janus Youth Programs, Inc., 707 NE Couch St., Portland, OR 97232 or by e-mail to [tpurtteman@janusyouth.org](mailto:tpurtteman@janusyouth.org).

Due to the volume of applications received, we regret that we can contact only those applicants who are invited to interview. If it happens that you are not contacted to arrange an interview, please know that we are grateful for your interest in employment opportunities at Janus Youth Programs.

Janus Youth Programs, Inc. is an Equal Opportunity Employer. Find out more about Janus at our website, [www.janusyouth.org](http://www.janusyouth.org)!

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SUMMARY: The Outreach Specialist position provides crisis intervention services, information and referral, and assists youth ages 15-24 in eliminating/overcoming potential barriers to services while fostering resiliency and dignity. The purpose of the Outreach Specialist position is to engage and develop appropriate professional, trusting relationships with youth experiencing homelessness in order to transition them off the streets into safe, stable housing and introduce them to employment or educational opportunities. This position participates in street based outreach and drop-in center activities. Approximately 15% of the position will be spent in meetings, coordinating services and completing office tasks the remaining 85% of the time will be split providing outreach services in the community and stationary outreach, working directly with homeless and street dependent youth.

QUALIFICATIONS Any combination of education, experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- High School diploma or General Equivalency Degree required. Bachelor's Degree in a related human services track preferred.
- Responsible experience (paid or unpaid) working with street youth and youth who are involved in sex work, substance use/abuse, or have a history of mental health issues (multi-diagnosis).
- Demonstrated skill in working with youth who may be reluctant to engage in services.
- Professional work experience demonstrating ability to successfully build and maintain rapport and trust with youth.

Required Abilities:

- Extensive exercise of judgment within program guidelines.
- Must value working in a multi-cultural/diverse environment.
- Knowledge of local juvenile/adult justice and local youth/adult social service systems (preferred).
- Commitment to on-going training.
- A commitment to the principles of Positive Youth Development.
- A commitment to a harm reduction model and "meeting youth where they're at."
- Knowledge of Motivational Interviewing and the stages of change preferred.

- Demonstrated ability to problem-solve, exercise independent judgment within program guidelines, and respond to crisis situations.
- Strong “people skills”, and the ability to work effectively with a wide range of staff and people - including neighbors, parents, police, and professional “system” employees.
- Ability to climb at least two (2) flights of stairs
- Ability to walk for extended periods and long distances.
- Ability to accurately read, record and interpret information using computerized and paper systems.
- Ability to work effectively within a team-dependent environment and a willingness to receive and act upon feedback.
- Ability to communicate effectively in English, both orally and in writing and to give oral and written instructions.
- Ability to maintain visual and auditory awareness of youth.
- Ability to exercise tact, discretion and judgment in working with a variety of people.
- Genuine concern for young people and ability to treat all people with dignity and respect.
- Ability to maintain appropriate professional boundaries in working with others and in handling confidential information.
- Ability to effectively communicate and present information to a variety of community groups in a public speaking format.
- Ability to regularly attend and be punctual for scheduled work commitments and meetings, and be in a condition suitable for assuming responsibilities of position.
- Manual/physical dexterity allowing for performance of routine office functions such as phone use, computer use, faxing, copying, filing, etc., and allowing for walking, kneeling, etc., as needed for outreach functions.
- Ability to carry outreach bag weighing approximately 15 pounds while performing outreach activities.

#### OTHER REQUIREMENTS OF THE POSITION:

- Valid driver’s license for state of residency and a driving record permitting coverage under Agency’s driving criteria. If driving a personal vehicle must have and maintain personal auto liability coverage (\$100,000/\$300,000 levels strongly recommended). All employees driving for work purposes (either an agency vehicle or their personal vehicle) must first complete the agency’s driving approval process before driving for work.
- Must have TB test/clearance within 1 month of employment.
- Must pass criminal history check.
- Must have/obtain current CPR and First Aid certification.

#### WORKING CONDITIONS:

- Will involve exposure to communicable diseases that can encompass a variety of infections and illnesses, including the common cold, TB, Hepatitis A, B & C, and HIV.
- Will involve exposure to upset, angry, severely traumatized or emotionally disturbed children, adolescents and families.
- Will involve exposure to severely drug affected people and people with severe persistent mental health issues.
- Involves both indoor office environment and outside “street” environment. (85% of time will be spent in direct contact with homeless and street dependent youth on the streets and in drop-in center.) In making contact with homeless and street-dependent youth employees may be subjected to second-hand smoke (although there is freedom to position yourself for avoidance), foul language, etc.
- Work schedule is typically Monday through Friday from 8:30 to 4:30, with the occasional evening and weekend hours required. The Outreach Specialist position involves the need to be flexible as occasionally hours will be worked in excess of routine hours due to a crisis situation or community meetings.
- Work will involve making contact with homeless and street dependent youth in a wide geographic area in Longview and the surrounding Cowlitz County area. Generally, the work setting will require the employee to go where youth are residing (camping/squatting) which may involve going under bridges, interstate overpasses, forested areas, abandoned buildings, and other areas to locate youth camps. (Street Outreach will **always** be accomplished with outreach teams consisting of at least 2 people).
- Street outreach will involve approaching people in the community and telling them about our program.
- Successful candidates will be comfortable problem solving and communicating clearly with co-workers.
- Staff will be supported with monthly private supervision and two monthly staff meetings.

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