



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE: Substitute Direct Care Staff  
PROGRAM: Annex II  
OPENING DATE: Ongoing  
CLOSING DATE: Ongoing  
HOURS/WEEK: Variable - hours per week not guaranteed  
STATUS: Non-benefitted; Non-exempt

**SCHEDULE:** Specific need for substitute workers who can provide coverage for a variety of shifts including overnights, week-ends and holidays.

Substitute workers work on an as-needed, sporadic basis. There is no guarantee of scheduled hours. Because the program is staffed 24-hours per day, 365 days per year, substitute workers must have some flexibility in their availability and, generally, must be able to work overnight shifts, as well as weekends and holidays. Substitute Workers who do not work for 6 consecutive months are normally removed from the employment rolls.

**WAGE/BENEFITS:** Beginning wage is \$12.83/hour. Ineligible for benefits except as required by law

**TO APPLY:** Submit a resume and cover letter to Chuck Cole, c/o Janus Youth Programs, Inc, 707 NE Couch St., Portland, OR 97232 or by e-mail to [ccole@janusyouth.org](mailto:ccole@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 Substitute Direct Care Staff provides quality youth support and guidance to clients and is responsible for supervising overnight and/or daily routines of an independent living program for males, ages 18-24, who are re-entering the community from a structured residential setting. Depending on the shift being filled, the position may work alone or in partnership with other staff. Duties will vary, depending on the shift that is being filled but will generally involve supervision of clients, crisis management, monitoring client behavior, and assuring a safe living environment in accordance with Agency and program policies and procedures.

**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:

- Bachelor's degree in mental health, social work, juvenile justice, or related field or two years experience working with youth is preferred. (Note: No less than 50 percent of the Direct Care Staff shall have a Bachelor's Degree or 2 years experience working with youth.)
- Previous relevant experience preferred.

#### REQUIRED ABILITIES:

- Must value working in a multicultural/diverse environment.
- Ability to work effectively and act on the agenda of the program.
- Ability to problem solve, exercise independent judgment within program guidelines, and respond to crisis situations.
- Ability to exercise tact, discretion, and judgment in working with a variety of people.
- Ability to effectively monitor safety and effectively de-escalate potentially chaotic or volatile situations.
- Ability to remain calm and emotionally available in an environment that serves at-risk and troubled adolescents.
- Ability to regularly attend scheduled shift, be punctual for scheduled shift and meetings, and be in a condition suitable for assuming responsibilities of the position.
- Ability to communicate effectively orally and in writing with a wide range of individuals, including clients, management, parole officers, and community partners.
- Ability to climb at least 2 flights of stairs.
- Ability to provide visual and auditory supervision of clients.
- Ability to escort and supervise clients in the community which may require standing and walking up to an hour at one time.
- Ability to accurately read, record, interpret and convey information accurately; including outcome of client meetings and planning sessions, incident reports, communication logs, etc.
- Ability to direct clients to resource groups in the community for assistance.
- Ability to problem solve while keeping in mind the best interest and welfare of the client.
- Ability to stay awake and alert throughout assigned shift.
- Manual/Physical dexterity allowing for performance of routine office and household functions (i.e., phone use, filing, faxing, copying, computer use, cleaning, etc.).
- Responsive to feedback and supervisory direction.

#### OTHER REQUIREMENTS OF THE POSITION:

- Driving is preferred. All employees who drive for work purposes must have and maintain a valid driver's license for state of residency, have a driving record that permits coverage under the corporate auto liability policy, and complete the agency's driving approval process before driving for work. If driving a personal vehicle for work purposes drivers must also have personal auto liability coverage (\$100,000/\$300,000 levels strongly recommended). Employees are not to drive for work purposes until they have received written authorization to do so.
- Bloodborne Pathogens training is required on first day of employment and annually thereafter.
- Must complete Mandatory Abuse Training within the first 30 days of employment and annually thereafter.
- Provides emergency first-aid, as needed, and must have and maintain standard first-aid/CPR certification.
- Must pass criminal history background check.

#### WORKING CONDITIONS:

- May involve exposure to communicable diseases, including a variety of illnesses and infections such as the common cold, TB, Hepatitis, flu, meningitis, and HIV.
- May involve exposure to upset, angry, severely traumatized or emotionally disturbed children, adolescents, adults, and families.
- May involve time in excess of routine schedule and/or overtime, including evening/**overnight** and/or weekend hours **and/or** holidays.

- May require working and providing services at locations other than program site (i.e., restaurant, café, clients' apartments, etc.) and may, therefore, be exposed to environments not under agency control (i.e., second-hand smoke, varying hygiene practices, etc.).

This position description is intended to give the reader a general idea of the overall purpose and the main activities and responsibilities that are intrinsic to this position. While this description is intended to be representative, it is not intended to be limiting.

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