



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Living Skills Coordinator
PROGRAM:	Annex I
OPENING DATE:	May 11, 2018
CLOSING DATE:	Open Until Filled
HOURS/WEEK:	40
STATUS:	Regular/Benefitted/Non-Exempt

SCHEDULE: To be determined. However, the schedule may be adjusted according to the needs of the program.

WAGE/BENEFITS: \$14.66 per hour. 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 John Weigel, c/o 707 NE Couch St., Portland, OR 97232 or by e-mail to [jweigel@janusyouth.org](mailto:jweigel@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 Living Skills Coordinator is responsible for carrying out the daily routines of an independent living program for males, ages 18-24, who are re-entering the community from a structured residential setting. The position is responsible for assessing Independent Living Skills Levels for all clients entering the program, as well as coordinating the delivery of this work, to include working with the team to identify the appropriate packet work and to assist the client in achieving mastery of Independent skills. The position provides quality youth support and guidance to the clients to include client community safety planning, activity planning, and skill development 3 hours per client per week. In addition the position requires that the Living Skills Coordinator be responsible for supervision, skill development, crisis intervention, and follow through with clients regarding their case plan, for up to six clients at any given time. This could include crisis management while still covering the floor and attending to the safety of other clients as well as tracking community clients all at the same time. Therefore it requires extensive exercise of independent direction and judgment as the Annex is primarily a single coverage program.

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 at risk youth is required.
- Experience working in a residential setting or with clients served by Oregon Youth Authority is preferred.
- Preference may be extended to current employees of Janus Youth Programs, Inc.

#### 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 demonstrate group management skills 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 accurately read, record, interpret and convey information.
- 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, teaching chores, house cleaning, etc.).
- Ability to accurately type/keyboard 40-45 words per minute.
- Ability to effectively utilize computer software, including Word, Excel and PowerPoint.

#### OTHER REQUIREMENTS OF THE POSITION:

- Driving is required; a personal vehicle for travel and/or transport clients required. 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.
- Food Handler's Certification.

#### 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 youth and/or families.
- May involve time in excess of routine schedule, including evening and/or weekend hours.
- 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.).

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