



## INTERNAL POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Lead Residential Counselor
PROGRAM:	Athena House
OPENING DATE:	November 13, 2017
CLOSING DATE:	When Filled
HOURS/WEEK:	35

**SCHEDULE:** Schedule is Monday 9 am to 5 pm, Tuesday through Thursday 3 pm to 12am. Ability to provide coverage for other shifts may be required.

**WAGE/BENEFITS:** Beginning wage is \$13.25/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 Sarah Nedeau, c/o Harry's Mother, 738 NE Davis St., Portland, OR 97232, or by e-mail to [snedeau@janusyouth.org](mailto:snedeau@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 Lead Residential Counselor provides support and assistance to the residential program supervisor in the day-to-day operation of Athena House. Athena House is a 7 bed residential facility for commercially sexually exploited children. The position may also provide general office support or case management support as needed. The position provides individualized youth care, planning, supervision of daily routine, individual and group counseling, crisis intervention, and close intensive supervision of clients. The Lead Residential Counselor participates in team decisions regarding treatment of clients and issues related to facility operation. The position assists the Athena House Program Supervisor in new and current Residential Counselor training, overseeing medication administration and is responsible for coordinating recreational outings (excluding daily activities), volunteer opportunities, donations, and special events. The successful candidate will be cross-trained in the Harry's Mother programs and will be able to provide support/assistance as needed with emphasis on Case Management and coordination for CSEC clients at Athena House. The general work schedule will be providing online support for three 8 hour days and one offline day to accomplish other duties away from the residence such as shopping, maintenance or other tasks.

**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:

- Minimum of 1 year experience working with adolescents in a residential treatment setting.
- Advanced education, training, and experience are preferred to effectively conduct the responsibilities of the position.
- Applicants who possess responsible work experience at Harry's Mother, Garfield House, Athena House or Juvenile Reception Center are preferred.

## REQUIRED ABILITIES:

- Must value working in a multicultural/diverse environment.
- Ability to work effectively in the following areas: Cultural diversity: team-dependent models; crisis management; systemic theory; strength based theoretical orientation; adolescent development; and family reunification. Ability to work effectively may be demonstrated through academic experience, job experience, references, and interview answers.
- Extensive exercise of independent and team coordinated discretion and judgment.
- Ability to work effectively as a team member and within a team-dependent environment.
- Openness to feedback and supervision.
- Ability to climb at least two flights of stairs.
- Ability to walk at least one mile in order to accompany youth on outings.
- Ability to accurately read, record, and interpret information.
- Strong communication skills, both written and orally with a broad variety of people, including clients, staff, supervisors and management.
- Ability to provide visual and auditory supervision of clients.
- Ability to stay calm, alert, and emotionally available in an environment serving adolescents.
- Ability to perform and/or supervise routine household task (cleaning, cooking, emptying trash).
- Ability to exercise tact, discretion & judgment in working with a variety of people.
- Ability to maintain appropriate professional boundaries in working with others and in handling confidential information.
- Ability to stay awake and alert throughout assigned shift.
- Ability to regularly attend scheduled shifts and meetings, be punctual for all shifts and meetings, and be in a condition suitable for assuming the responsibilities of the position.
- Manual/physical dexterity allowing for performance of routine office and household tasks, such as phone use, computer use, faxing, copying, filing, bending, lifting, etc.

## OTHER REQUIREMENTS:

- 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 required within 5 days of hire.

## 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 and families.
- May involve time in excess of routine schedule and/or overtime, 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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