



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE: Program Supervisor
PROGRAM: Athena House
OPENING DATE: November 6, 2017
CLOSING DATE: When filled
HOURS/WEEK: 40

SCHEDULE: Typically schedule is Monday through Friday, day and/or swing shifts, however may include overnights, weekends, and holidays. However, the schedule may be adjusted according to the needs of the program.

WAGE/BENEFITS: Salary non-exempt starting at \$2,946.67 per month. This position is a full-time position eligible for full benefit program including medical, dental, life & long-term disability insurance, EAP, 401(k), and paid time off. Benefit programs have varied eligibility waiting periods, depending on contract.

TO APPLY: Please submit cover letter and resume to Sarah Nedeau 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!

SUMMARY: The Athena House Supervisor is responsible for supervising services for Commercially Sexually Exploited Children (CSEC), at-risk adolescents, and adolescents in crisis. This includes interviewing and hiring, training, and evaluation of new staff. The position provides direct crisis intervention, case management and referral services to individual clients in a residential setting. This position is responsible for the day to day operation of a 7-bed 24 hour Housing Program for CSEC clients. This includes program development, ensuring that the elements of Positive Youth Development are included in the housing milieu. The position provides staff support back up through participation in rotational supervisor on-call coverage.

QUALIFICATIONS:

- Bachelor's degree in psychology, social work, counseling, or related field or equivalent training and experience that demonstrates ability to successfully perform responsibilities of position.
- Prefer a minimum of two years' experience in a residential setting for adolescents; experience with staff supervision; and program management.
- Prefer previous supervisory experience, experience in a mental health/case management setting working with adolescents and previous experience/knowledge of the issues impacting youth who have been sexually exploited.
- Bi-lingual skills preferred.

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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.
- Bilingual (English/Spanish) strongly preferred.

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 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.).
- Requires extensive exercise of independent judgment within program guidelines.
- Will involve working late evening/early morning, including some weekends and possibly holidays.
- Will involve exposure to information that graphically describes physical, sexual and emotion abuse of children and may experience vicarious trauma.

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