



INTERNAL ONLY POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Back-up Relief Coordinator
PROGRAM:	Harry's Mother – Garfield House
OPENING DATE:	May 2, 2017
CLOSING DATE:	Open Until Filled
HOURS/WEEK:	TBD

**SCHEDULE:** Back-up Relief Coordinators work on an as-needed, sporadic basis to fill in for regular staff who are unable to work due to illnesses, short-term vacancies, and any other late notice leave of absence.

**WAGE/BENEFITS:** \$150 supplemental compensation on the week of assigned Back-up Relief Coordinator duties whether this position works any hours of relief coverage or not. All hours worked for relief coverage will be paid at the employee's regular hourly rate (plus any overtime should the employee work more than 40 hours in the work week. Ineligible for benefits except as required by law.

**TO APPLY:** The Back-up Relief Coordinator is an additional position open to current employees of Runaway Youth Services at Janus. Submit a letter of interest to Sarah Nedeau, c/o 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)!

---

### **Position Summary**

The Rotating Relief Coordinator provides on-call relief coordination and coverage for the Garfield House runaway youth shelter services in Portland, Oregon. The position is part of a pool of Rotating Relief Coordinators and will work closely with the Garfield House staff and relief staff to provide 24 hour coverage coordination services during planned and unplanned absences. During the arranged weekly rotation, this position will be responsible for covering shifts or coordinating coverage with relief staff for vacant shifts at Garfield House. The position provides individualized youth care, planning, supervision of daily routine, individual and group counseling, crisis intervention, and close intensive supervision of clients. The position provides a range of crisis intervention and residential services to transition age homeless youth, runaway adolescents and their families. The position participates in team decisions regarding treatment of clients and issues related to facility and program operations.

### **Qualifications:**

- A. Current staff member of Runaway Youth Services in good standing.
- B. Ability to work effectively in the following areas: Cultural diversity, team-dependent models,

Crisis management, systematic 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.

**Skills and Abilities Required:**

- A. Values working in a multicultural/diverse work environment.
  - B. High degree of independent and team coordinated discretion and judgment.
  - C. Ability to communicate effectively verbally (both orally and in writing) with a broad variety of people, including staff, supervisors and management.
  - D. Ability to work effectively as a team member.
  - E. Ability to maintain appropriate professional boundaries
  - F. Ability to maintain confidentiality
  - G. Ability to work effectively with diverse cultures.
  - H. Openness to feedback and supervision.
  - I. Ability to regularly attend scheduled shifts, be punctual for scheduled shifts and meetings, and be in a condition suitable for assuming responsibilities of position.
- A. Able to stay calm and emotionally available in an environment serving severely disturbed adolescents.
  - B. Able to exercise tact, discretion, and judgment in working with a variety of people
  - C. Able to accurately read, write, record and interpret information.
  - D. Able to provide visual and auditory supervision of clients.
  - E. Able to climb at least two flights of stairs.
  - F. Able to stay awake and alert throughout assigned shift.

**Other Requirements:**

1. Personal transportation allowing for travel to worksite in a timely manner. If driving a personal vehicle for work purposes must provide copy of valid driver's license for state of residency, proof of personal auto liability coverage (\$100,000/\$300,000 strongly recommended), and have a driving record meeting corporate driving requirements. All employees who drive for work purposes must complete the Agency's driving approval process before driving for work, regardless of whether driving a personal or Agency vehicle and regardless of whether driving with or without clients.
2. Blood borne Pathogens training is required on first day of employment.
3. Provides emergency first-aid, as needed, and maintains a current standard first-aid/CPR certification.
4. TB test within 30 days of employment.
5. Must pass criminal history check.
6. Must be able to work overnight, weekend, and holiday hours.

**Duties and Responsibilities:**

1. Provide shift coverage and/or assists in finding relief coverage for: Garfield House.
2. Answers personal cell phone to respond to coverage needs in a timely manner.
3. Performs schedule coordination with other full time and relief staff to meet relief staffing needs. Positions requiring coverage include: Day, Swing and Overnight shifts
4. Maintains current and on-going Shiftplanning.com calendar and Google Coverage Calendar reflecting all arrangements made for filling relief staffing needs.

5. Actively participates in individual supervisory sessions and team supervision with Supervisor.
6. Models and encourages direct professional communication among staff and maintains appropriate client/worker relationships.
7. Performs other program-related duties as assigned by Supervisor, Program Director, or Executive Director.
8. Attends staff meetings on a regular/rotation basis.

**Working Conditions:**

1. May involve exposure to communicable diseases, including a variety of illnesses and infections such as the common cold, TB, Hepatitis, flu, meningitis, and HIV
2. The position will work closely with service access staff to facilitate connection of adolescent and family to other community agencies, juvenile court, and other support services.
3. May require exposure to and interaction with distraught and potentially volatile individuals.

DIVERSITY SPOKEN HERE - JANUS IS AN EQUAL OPPORTUNITY EMPLOYER

[WWW.JANUSYOUTH.ORG](http://WWW.JANUSYOUTH.ORG)