



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE: Case Manager  
PROGRAM: Bridge House  
OPENING DATE: August 28, 2018  
CLOSING DATE: Open Until Filled  
HOURS/WEEK: 32 to 40

**SUMMARY:** The Case Manager is responsible for Bridge House direct services, staffing and supervision of a group home residential program for homeless street youth. The position provides group client supervision and individualized client response, including interpretation and guidance regarding program agreements; crisis intervention; intake; assessment; case planning; and progress monitoring. Programming is structured using a youth involved “self-government” model based on Community Youth Development practices. Information tracking using both computerized and paper systems and facility clean-up and maintenance routines are also part of the position’s responsibilities.

**SCHEDULE:** 32 to 40 hours per week, to be determined, day or swing shifts; plus additional hours for staff meetings and supervision. The schedule may be adjusted according to the needs of the program.

**WAGE/BENEFITS:** \$13.75 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. Potential for pay differential for bi-lingual staff (preference for English/Spanish).

**TO APPLY:** Submit a resume and cover letter through Paycom:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=41132&clientkey=B2769BCD28C361F478D256B9462A3454>

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)!

---

**QUALIFICATIONS:** Any combination of education, experience and training that demonstrates the ability to perform the duties of the position is qualifying.

- Experience with street youth and/or prostitution involved youth OR experience working with local juvenile justice and youth services systems OR experience working with homeless youth in a residential setting is required.
- Preference may be extended to current employees of Janus Youth Programs, Inc.

**REQUIRED ABILITIES:**

- Must value working in a multi-cultural/diverse environment.
- Knowledge of, or willingness to learn, the ‘Self-Government’ model and the practices of Community Youth Development.

- Demonstrated ability to problem-solve, exercise independent judgment within program guidelines, and respond to crisis situations.
- Demonstrated ability to maintain paper and computerized information systems.
- Commitment to on-going training.
- Strong 'people skills', and the ability to work effectively with a wide range of staff and people, including neighbors, parents, police, and professional partners.
- Ability to climb at least two (2) flights of stairs.
- Ability to accurately read, record, and interpret information using computerized and paper systems.
- Ability to provide visual and auditory supervision of program staff and youth.
- Ability to work effectively within a team-dependent environment and a willingness to receive and act upon feedback.
- Ability to communicate effectively in English, both orally and in writing, and to give oral and written instructions. Bi-lingual in Spanish preferred.
- Ability to exercise tact and discretion in working with a variety of people.
- Genuine concern for young people and ability to treat all people with dignity and respect.
- Ability to maintain appropriate professional boundaries in working with others and in handling confidential information.
- Ability to regularly attend scheduled shifts, be punctual for scheduled shifts and meetings, and be in a condition suitable for assuming responsibilities of position.
- Manual/physical dexterity allowing for performance of routine office and household functions such as copying, filing, faxing, computer use, phone use, writing, cleaning, etc.

#### OTHER REQUIREMENTS OF THE POSITION:

- Driving is not 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
- Bilingual (English/Spanish) strongly preferred.
- TB Clearance.

#### 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.).
- Requires extensive exercise of independent judgment within program guidelines.

DIVERSITY SPOKEN HERE - JANUS IS AN EQUAL OPPORTUNITY EMPLOYER

[www.janusyouth.org](http://www.janusyouth.org)