



POSITION ANNOUNCEMENT – INTERNAL TO BUCKMAN ONLY

POSITION TITLE:	Case Manager
PROGRAM:	Buckman House
OPENING DATE:	October 10, 2018
CLOSING DATE:	Open until filled
HOURS/WEEK:	10
STATUS:	Regular, Benefit-eligible, Non-exempt

SCHEDULE: 10 hours per week. Exact schedule to be determined. This position may supplement a current position or replace responsibilities of a current position for the scheduled 10 hours with those of a Case Manager.

WAGE/BENEFITS: \$17.36 per hour. Position may be benefit eligible. 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: Please contact John Weigel by email, jweigel@janusyouth.org Buckman Internal Applicants only.

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: This position is responsible for overseeing the development of the treatment plan, its implementation and all subsequent reporting and treatment plans. This position must facilitate effective communication and working relationships among youth care specialists to insure on-site implementation of the services program and provide case management to individual clients.

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

- Required: Bachelor's degree with major study in social work, psychology, sociology, or a closely allied field and two (2) years of experience in the care and rehabilitation of youth OR a Master's degree with major study in social work or a closely allied field and one (1) year of experience in the care and rehabilitation of youth.
- Case Management experience preferred.
- Working knowledge of BRS standards preferred.
- Prefer experience working with Oregon Youth Authority.
- Preference may be extended to current employees of Janus Youth Programs, Inc.

REQUIRED ABILITIES:

- Value working in a multicultural/diverse environment.
- Ability to demonstrate respect towards staff, clients and program.
- Ability to maintain professional attitude, respond to difficult situations, and provide excellent clinical judgment under conditions that are variable, stressful and unpredictable.
- Ability to model pro-social thinking and behavior.

- Ability to work effectively within a team-dependent environment.
- Ability to effectively monitor safety and demonstrate group management skills and effectively de-escalate potentially chaotic volatile situations.
- Ability to recognize antisocial thinking and behavior, address problems, and redirect thinking.
- Ability to exercise tact, discretion and judgment in working with a variety of people.
- Ability to maintain professional boundaries in working with others and in handling confidential information.
- Ability to stay calm and emotionally available in an environment serving severely-disturbed youth.
- Ability to accurately read, record and interpret information
- Ability to climb at least two flights of stairs.
- Ability to communicate effectively, both verbally and in writing.
- Ability to provide auditory and visual supervision of clients.
- Strong written skills as related to services planning and reporting.
- Ability to communicate effectively in English, both orally & in writing.
- Ability to consistently attend and be punctual for working commitments and condition suitable for carrying out responsibilities of position.
- Manual/physical dexterity allowing for performance of routine office functions such as filing, copying, faxing, writing, computer use, phone use, etc.

OTHER REQUIREMENTS:

- Driving is preferred; a personal vehicle for travel and/or transport clients preferred. 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.
- Must obtain National Provider Identification Number through the National Plan and Provider Enumeration System.

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/overnight, and/or weekend hours, and/or holidays.
- 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.).

This position description is intended to give the reader a general idea of the overall purpose and the main activities and responsibilities that are intrinsic to this position. While this description is intended to be representative, it is not intended to be limiting.

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