



## POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Case Manager
PROGRAM:	Harry's Mother – East County
OPENING DATE:	March 10, 2017
CLOSING DATE:	March 24, 2017
HOURS/WEEK:	40

**SCHEDULE:** Monday through Friday Noon to 8:00 p.m. However, this schedule may be adjusted according to the needs of the program.

**WAGE/BENEFITS:** \$14.50 per hour. This position is 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:** Submit a resume and cover letter to Sarah Nedeau, c/o 738 NE Davis St., Portland, OR 97232 or by e-mail to [snedeau@janusyouth.org](mailto:snedeau@janusyouth.org). Position closes on 3/24/2017 at 5:00 p.m.

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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### **Position Summary**

The case manager is responsible for providing a range of crisis intervention, case management, and counseling services with an emphasis on solution focused outcomes to high-risk and troubled adolescents and their families and for providing back-up supportive services to both the Juvenile Reception Center and Garfield/Athena House shelter program components. The position will work closely with community services staff to facilitate connection of adolescent and family to other community agencies, juvenile court, Department of Human Services/Child Welfare, and other support services. This position may also provide on a limited basis back-up support to the after-hours child abuse hotline.

**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:

- Bachelor's Degree in related field or equivalent training and experience, and a minimum of three years' experience working with adolescents and families. Master's Degree preferred.
- Experience providing identification and assessment of the needs of adolescents is preferred.

### **Required Abilities:**

- Ability to work effectively within: Culturally diverse populations; team-dependent models; crisis management; systemic theory; strength based theoretical orientation; adolescent and youth development; and family reunification. Ability to work effectively may be demonstrated through academic experience, job experience, references, and interview responses.
- A Bi-lingual skill (Spanish) is preferred.
- Must value working in a multicultural/diverse environment.

- Ability to communicate effectively in English, both orally and in writing.
- Ability to accurately write, read, record and interpret information.
- Ability to climb at least one flight of stairs.
- Ability to provide visual and auditory supervision of clients.
- Ability to stay calm and emotionally available in an environment serving at-risk and emotionally troubled youth.
- Ability to exercise tact, discretion, and 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 effectively monitor safety and demonstrate group management skills and effectively de-escalate potentially chaotic or volatile situations.
- Ability to regularly attend and be punctual for scheduled work commitments and meetings, and be in a condition suitable for assuming responsibilities of position.
- Manual/physical dexterity allowing for performance of routine office functions, including phone use, computer use, faxing, filing, copying, etc.

**OTHER REQUIREMENTS OF THE POSITION:**

- Personal transportation allowing for immediate transport of clients, a valid driver's license for state of residency, personal auto liability insurance (\$100,000/\$300,000 level strongly recommended), and a driving record that meets agency driving requirements. All employees driving for work purposes, whether driving a personal vehicle or agency vehicle, must complete the agency's driving approval process before driving for work.
- First-Aid Certification Required.
- Must pass criminal history record check.

**WORKING CONDITIONS:**

- May involve exposure to communicable diseases, which can encompass a variety of infections and illnesses, including the common cold, flu, TB, Hepatitis, and HIV.
- May involve exposure to upset, angry, severely traumatized or emotionally troubled children, adolescent and families.
- May require flexibility in scheduling and duties.

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