



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Overnight Skills Trainer
PROGRAM:	Cordero House
OPENING DATE:	September 27, 2017
CLOSING DATE:	Open Until Filled
HOURS/WEEK:	37
STATUS:	Regular, Benefit-eligible, Non-exempt

SCHEDULE: Friday 9pm to 10am, Saturday 9:45pm to 11 am, and Sunday 9pm to 8am; Overnights plus additional hours for staff meetings and supervisions. However, this schedule may be adjusted according to the needs of the program.

WAGE/BENEFITS: \$13.96 (\$13.46 + \$.50 shift differential) 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.

TO APPLY: Submit a resume and cover letter to Michelle Knowles, c/o 707 NE Couch St., Portland, OR 97232 or by e-mail to mknowles@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 Overnight Skills Trainer is responsible for assisting in the coordination of mental health and residential services provided by the treatment team. The position provides quality youth care and close intensive supervision of male adolescent clients in a residential treatment setting during overnight and early morning hours. This position closely monitors the client's and the facility throughout the night and morning hours. In addition, this position prepares meals for the day and assists in maintaining food and household supplies. Position responsibilities also involve record keeping, report writing, and data entry. This position requires active participation as a member of a skills training team.

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 OR equivalent education, experience and/or training which is defined, at a minimum, as one year work experience AND two years education, training, or additional work experience, all in the care and rehabilitation of youth. (Note: No less than 50 percent of the Skills Trainers shall have a Bachelor's Degree.)
- Preference may be extended to current employees of Janus Youth Programs, Inc.

REQUIRED ABILITIES:

- Values working in a multi-cultural/diverse environment.
- Ability to work effectively within: culturally diverse populations; team dependent models; crisis management; strength-based theoretical orientation; adolescent development; and family reunification. Ability to work effectively may be demonstrated through academic experience, job experience, references, and interview responses.

- Ability to communicate effectively orally and in writing with a broad variety of people, including clients, staff, supervisors and management.
- Ability to climb at least two flights of stairs.
- Ability to perform routine household tasks (cooking and cleaning). Some positions may require occasional lifting of supplies and groceries that may weigh as much as 20 lbs.
- Ability to provide visual and auditory supervision of residential clients.
- Ability to accurately read, record and interpret information.
- Ability to stay awake and alert throughout assigned shift.
- Ability to stay calm and emotionally available in an environment serving youth who require intensive supervision and therapeutic intervention.
- Ability to exercise tact, discretion, and judgment in working with a variety of people.
- Ability to work effectively within a team-dependent environment.
- 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 scheduled shifts, be punctual for scheduled shifts and meetings, and be in a condition suitable for assuming responsibilities of position.
- Openness and responsiveness to feedback and supervision.
- Manual/physical dexterity allowing for performance of routine office functions and household tasks such as copying, filing, faxing, phone use, and computer use.
- Ability to prepare and serve food in accordance with USDA guidelines.
- Ability to document and track meals served in accordance with USDA guidelines.

OTHER REQUIREMENTS OF THE POSITION:

- Driving is not required for this position. However, all employees who drive for work purposes must complete the Agency's driving approval process before driving for work. This applies regardless of whether driving a personal or Agency vehicle and regardless of whether driving with or without clients.
- Must pass criminal history check.
- Bloodborne pathogen training required and provided on first day of employment. Must attend annual updated training.
- Standard First-Aid/CPR Certification.
- Food Handler's Certification.
- Must complete Mandatory Abuse Reporting training within the first 30 days of employment and annually thereafter.
- Must obtain National Provider Identification Number through the National Plan & Provider Enumeration System.

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