



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE: Overnight Skills Trainer
PROGRAM: Cordero House
OPENING DATE: May 14, 2018
CLOSING DATE: Open Until Filled
HOURS/WEEK: 30 or 37
STATUS: Regular, Benefit-eligible, Non-exempt

SCHEDULE: 2 Shifts available. However, this schedule may be adjusted according to the needs of the program.

Shift 1: 30 hours per week; Monday through Friday 2:30am to 8:30am overnights; plus additional hours for staff meetings and supervisions.

Shift 2: 37 hours per week; Friday 9pm to 10am, Saturday 10pm to 11am, and Sunday 9pm to 8am overnights; plus additional hours for staff meetings and supervisions.

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, or through Paycom:

Shift 1:

<https://www.paycomonline.net/v4/ats/index.php?/job/apply&clientkey=B2769BCD28C361F478D256B9462A3454&job=37648&jpt=>

Shift 2:

<https://www.paycomonline.net/v4/ats/index.php?/job/apply&clientkey=B2769BCD28C361F478D256B9462A3454&job=38852&jpt=6e3dbb75555caedb72010afdca45af8>

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 Skills Trainer provides quality youth care and close intensive supervision of male adolescent clients in a residential treatment setting during overnight and early morning hours. This direct care position closely monitors the client's and the facility throughout the night and morning hours. In addition, the Skills Trainer prepares meals for the day and assists in maintaining food and household supplies. Skills Trainer responsibilities also involve record keeping, report writing, and data entry. This direct care 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:

- 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.
- 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, 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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