



## POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE: Part-Time Skills Trainer  
PROGRAM: Cordero House  
OPENING DATE: February 28, 2018  
CLOSING DATE: Open Until Filled  
HOURS/WEEK: 25  
STATUS: Regular, Benefit-eligible, Non-exempt

**SCHEDULE:** Saturday and Sunday shift (Weekend only); plus additional hours for staff meetings and supervision. However, this schedule may be adjusted according to the needs of the program.

**WAGE/BENEFITS:** Beginning wage is \$13.46/hour. Pro-rated benefits - 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 online through [Paycom](https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=37095&clientkey=B2769BCD28C361F478D256B9462A3454):

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=37095&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)!

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**SUMMARY:** The Skills Trainer is responsible for providing ongoing supervision and direct care for male adolescents in a residential counseling setting. This direct care position assists in the evaluation of children served by DHS and/or the Oregon Youth Authority through the provision of individual and group skills training, family counseling, recording daily observations, targeting treatment goals, and by maintaining a structured living environment in accordance with program expectations. Skills Trainers are responsible for assisting in the day-to-day operation of a residential shelter evaluation facility. The Skills Trainer provides quality youth care and close intensive supervision of male delinquent adolescent clients.

**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.)

**REQUIRED ABILITIES:**

- Value 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.
- Able to climb at least two flight(s) of stairs.
- Able to perform meal preparation and perform or supervise routine household cleaning.
- Able to lift and carry supplies and groceries that could weigh as much as 20lbs.
- Able to provide visual and auditory supervision of residential clients.
- Ability to stay awake and alert throughout assigned shift.
- Able to accurately read, record and interpret information and complete written documentation that meets contract and program guidelines.
- Able to remain calm and emotionally available in an environment serving youth who require a high level of supervision and redirection from staff.
- Ability to work effectively in a team-dependent environment and to act on the agenda of the program.
- 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 deescalate potentially chaotic or volatile situations.
- Ability to regularly attend scheduled shift, be punctual for scheduled shift 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-type tasks such as phone use, computer use, filing, faxing, copying, cooking, cleaning, etc.

#### OTHER REQUIREMENTS:

- Driving is required; drives agency vehicle and a personal vehicle for travel and/or transport clients 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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