



## POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE: Family Advocate - Seeds  
PROGRAM: Insights Teen Parent Services  
OPENING DATE: May 5, 2017  
CLOSING DATE: May 19, 2017  
HOURS/WEEK: 40  
STATUS: Regular, Benefit-eligible, Non-exempt

SCHEDULE: Monday - Friday, 8:00am - 5:00pm.

WAGE/BENEFITS: \$2860 per month. 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 submit cover letter and resume to Jessie Chan at [jchan@insightstpp.org](mailto:jchan@insightstpp.org) or mail to her c/o Insights Teen Parent Services, 3308 NE Peerless Place, Portland, Oregon 97232. Position closes May 19, 2017 at 4:00 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)! You can visit <http://www.insightstpp.org/> for more information about our Insights Teen Parent Services.

---

SUMMARY: Insights Teen Parent Services is the largest teen parent service provider in the country and has been operating in Multnomah County since 1979. We are currently seeking an experienced and dynamic Family Advocate for our Supporting Early Emerging Developmental Skills (SEEDS) Program to provide in-home family advocacy and child development support to parenting youth age 21 and under and their children 0-5. The SEEDS Program uses the Parents as Teachers (PAT) Curriculum to promote child development and school readiness. SEEDS Family Advocates provide weekly or bi-monthly home visits to parenting youth in the City of Portland and participate in monthly Parent Child Interactive Community Events with many young parents and children.

### QUALIFICATIONS:

- Associates (or higher) Degree in a social-services related field is preferred.
- Experience demonstrating knowledge of community resources and ability to successfully access needed resources.
- Experience in providing outreach and/or direct service to at-risk adolescents and families.
- Experience with early childhood and knowledge of child development

### Required Abilities:

- Must value working in a multicultural/diverse work environment.
- Ability to communicate effectively, both orally and in writing, with a broad variety of individuals, including clients, landlords, school staff, and resource providers.
- Fluent in Spanish (both written and spoken) strongly preferred.
- Ability to speak and present information in both individual, small-group and large-group settings and to represent the program in community settings.
- Ability to accurately read, write, and interpret information.
- Excellent organizational skills and the ability to manage time and information efficiently.
- Demonstrated ability to problem solve and exercise independent judgment.

- Ability to work effectively both individually and within a team-dependent environment and a willingness to receive and act upon feedback.
- Ability to maintain appropriate professional boundaries in working with others and in handling confidential information.
- Ability to exercise tact, discretion and judgment in working with a variety of people.
- Ability to consistently attend and be punctual for scheduled work commitments and meetings and be in a condition suitable for performing the functions of the position.
- Math aptitude sufficient to provide education regarding home budgeting.
- Manual/physical dexterity allowing for performance of routine office functions such as writing, copying, filing, computer use, phone use, faxing, etc.
- Ability to lift up to 20lbs in order to deliver/carry supplies to parent/child-family activities or to trainings.
- *Ability to walk and climb stairs in order to access clients' homes and apartments is required.*

**OTHER REQUIREMENTS OF THE POSITION:**

- Driving an agency vehicle is required so must have and maintain a valid driver's license for state of residency, and have a driving record that permits coverage under the corporate liability policy. Personal transportation allowing for travel within the greater Portland metropolitan area in a timely manner. If driving a personal vehicle for work purposes must also have and maintain valid auto liability coverage (\$100,000/\$300,000 levels strongly recommended). All employees driving for work purposes, whether driving a personal or agency vehicle, must complete the agency's driving approval process prior to driving for work.
- Must pass criminal history clearance

**WORKING CONDITIONS:**

- Involves visiting various locations and home environments which may involve exposure to conditions and/or situations not typically found in an office environment (i.e., animals, second-hand smoke, etc.)
- May involve exposure to communicable diseases which can encompass a variety of infections and illnesses, including the common cold, TB, hepatitis, Infectious Meningitis, and HIV.
- May involve exposure to angry, hostile individuals.
- Occasional time in excess of routine schedule or adjustment to routine schedule may be required.

DIVERSITY SPOKEN HERE - JANUS IS AN EQUAL OPPORTUNITY EMPLOYER

WWW.JANUSYOUTH.ORG and/or WWW.INSIGHTSTPP.ORG