



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Case Manager
PROGRAM:	Harry's Mother – East County
OPENING DATE:	February 5, 2018
CLOSING DATE:	Open Until Filled
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: \$15.00 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 John Casey, c/o 738 NE Davis St., Portland, OR 97232 or by e-mail to jcasey@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:

This Case Manager in our satellite Gresham office is responsible for providing a range of crisis intervention, case management, and minor youth/family intervention services with an emphasis on solution focused outcomes to high-risk adolescents and their families. The Case Manager provides supportive services to the Juvenile Reception Center and Garfield House shelter program service components. The position will work closely with our Portland office Harry's Mother team and community services partners to facilitate connections of adolescent minors and family to other community agencies, juvenile court, Department of Human Services/Child Welfare, and other support services.

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.
- Experience providing identification and assessment of the needs of adolescents is preferred.
- Experience working with minors and family members in stressful, crisis situations.

REQUIRED ABILITIES:

- Must value working in a multicultural/diverse environment.
- 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.

- 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:

- 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.
- 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 maintains a current standard first-aid/CPR certification.
- Must pass criminal history 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.
- Position may require working and providing services at a location other than the primary location such as clients' apartments, homes or restaurants and cafes. As a result, worker may find themselves exposed to conditions not typically found in a residential setting or within the control of employer (i.e., second-hand smoke, varying hygiene practices, etc.).

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