



## POSITION ANNOUNCEMENT

POSITION TITLE:	Relief Coordinator
PROGRAM:	Runaway Youth Services/Harry's Mother
OPENING DATE:	March 17, 2017
CLOSING DATE:	Open Until Filled
HOURS/WEEK:	30 hours
STATUS:	Non-exempt
WAGE/BENEFITS:	\$13.50 per hour

Schedule: The schedule will vary weekly depending on the needs of the program and includes day, swing, and overnight shifts plus staff meetings.

TO APPLY: Submit a resume and cover letter to Sarah Nedeau, c/o 738 NE Davis St., Portland, OR 97232 or by e-mail to [snedeau@janusyouth.org](mailto:snedeau@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](http://www.janusyouth.org)

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### POSITION SUMMARY:

The Relief Coordinator provides on-call relief coverage for the Runaway Youth Services and Willamette Bridge Programs in Portland. The position provides relief coverage for residential counselors, crisis intake specialists, and case managers. The position provides individualized youth care, planning, supervision of daily routine, individual and group counseling, crisis intervention, and close intensive supervision of clients. The position provides a range of crisis intervention and residential services to homeless youth as well as runaway adolescents and their families. The position participates in team decisions regarding treatment of clients and issues related to facility and program operations. The position provides relief coverage for Residential Counselors, CIS; and Case Managers during planned and unplanned absences.

This position is one of 3 Relief Coordinator Positions and will work closely with the other Relief Coordinators to provide coverage services for all Runaway Youth Services and Willamette Bridge Programs during planned and unplanned staff absences.

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:

- Ability to work effectively in the following areas: Cultural diversity, team-dependent models, Crisis management, systematic theory, strength based theoretical orientation, adolescent development and family reunification. Ability to work effectively may be demonstrated through academic experience, job experience, references, and interview answers.
- Prior experience working with adolescents in a residential setting preferred.
- Advanced education, training and/or experience is preferred to effectively conduct the responsibilities of the position
- Must value working in a multicultural/diverse environment.
- Preference may be extended to current employees of Janus Youth Programs, Inc.

### Required Abilities:

- Values working in a multicultural/diverse work environment.

- High degree of independent and team coordinated discretion and judgment.
- Ability to communicate effectively verbally (both orally and in writing) with a broad variety of people, including staff, supervisors and management.
- Ability to work effectively as a team member.
- Ability to maintain appropriate professional boundaries
- Ability to maintain confidentiality
- Ability to work effectively with diverse cultures.
- Openness to feedback and supervision.
- Ability to regularly attend scheduled shifts, be punctual for scheduled shifts and meetings, and be in a condition suitable for assuming responsibilities of position.
- Able to stay calm and emotionally available in an environment serving severely disturbed adolescents.
- Able to exercise tact, discretion, and judgment in working with a variety of people
- Able to accurately read, write, record and interpret information.
- Able to provide visual and auditory supervision of clients.
- Able to climb at least two flights of stairs.
- Able to stay awake and alert throughout assigned shift.

#### OTHER REQUIREMENTS OF THE POSITION:

- Position involves driving for work purposes and requires a valid driver's license for state of residency and ability to meet corporate auto liability insurance requirements. If driving a personal vehicle for work purposes must provide copy of valid driver's license for state of residency, proof of personal auto liability coverage (\$100,000/\$300,000 strongly recommended), and have a driving record meeting corporate driving requirements. All employees who drive for work purposes must complete the Agency's driving approval process before driving for work, regardless of whether driving a personal or Agency vehicle and regardless of whether driving with or without clients.
- Blood borne Pathogens training is required on first day of employment.
- Provides emergency first-aid, as needed, and maintains a current standard first-aid/CPR certification.
- TB test within 30 days of employment.
- Must pass criminal history check.
- Must be able to work overnight, weekend, and holiday hours.

#### 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
- The position will work closely with service access staff to facilitate connection of adolescent and family to other community agencies, juvenile court, and other support services.
- May require exposure to and interaction with distraught and potentially volatile individuals.

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