



POSITION TITLE:	Relief Coordinator
PROGRAM:	Harry's Mother & Garfield House
OPENING DATE:	March 13, 2018
CLOSING DATE:	Open until filled
HOURS/WEEK:	30
STATUS:	Regular/Benefit-eligible/Non-exempt

SCHEDULE: The schedule will vary weekly depending on the needs of the program and includes day, swing, and overnight shifts plus required attendance at program staff meetings (as appropriate) & monthly supervision.

WAGE/BENEFITS: \$14.60 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, c/o 707 NE Couch 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: The Relief Coordinator provides on-call relief coverage for the Runaway Youth Services Programs in Portland, Oregon. The position helps manage the relief "on call" staffing needs of the Harry's Mother programs. The position works with the Harry's Mother Management Team to provide 24/7 relief coverage for staff at our Garfield House - (Temporary Minor Youth Shelter) and Harry's Mother Crisis & Reception Services (Portland & Gresham offices) during planned (PTO) and unplanned absences (sick, emergencies).

The position provides individualized youth care, planning, supervision of daily routine, crisis intervention, and close supervision of clients. The position provides a range of crisis intervention and residential services to minor adolescents (*runaway, detained, or DHS placed*) and their families. Client documentation and data input via Service Point County database, shift log notes, Goggle Excel Spreadsheet documents, and handwritten records is required as part of this position. Minor clerical duties as assigned.

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, trauma informed care & harm reduction service delivery practices. 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 minor adolescents in a residential setting preferred.
- Advanced education (BA/BS), training and/or experience is preferred to effectively conduct the responsibilities of the position

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:

- Driving is required; drives agency vehicle and/or 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.
- TB test within 30 days of employment.
- 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.
- 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.).

DIVERSITY SPOKEN HERE - JANUS IS AN EQUAL OPPORTUNITY EMPLOYER

WWW.JANUSYOUTH.ORG