



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE: Skills Trainer
PROGRAM: Imani House (Internal Only)
OPENING DATE: October 5, 2017
CLOSING DATE: October 12, 2017 5pm
HOURS/WEEK: TBD
STATUS: Full Time, benefitted, Non-exempt

SCHEDULE: TBD; Existing schedule plus Thursday 10am to 5pm. The schedule may be adjusted according to the needs of the program, day and swing shifts.

WAGE/BENEFITS: \$14.66 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 letter of interest to Trina Strand by email at tstrand@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 Lead Skills Trainer is responsible for providing quality youth care and close intensive supervision of male adolescent clients in a residential treatment setting. This position assists in the day-to-day operation of the residential treatment facility and provides leadership and direction for Skills Trainer/ Direct Care Staff during their shifts. This position will assist the clinical team in the provision of treatment services and management of Clinical Records. This position is responsible for coordinating medical services and records for all Imani 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 in psychology, social work, juvenile justice, counseling, or related field.
- At least one year of work experience providing supervision and treatment service to youth in a shelter, residential treatment program or closed custody facility.
- 1 to 2 years work experience as a Skills Trainer at Imani preferred.

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 with a broad variety of people, including staff, supervisors and management.
- Able to provide visual and auditory supervision of residential clients.

- Able to remain calm and emotionally available in an environment serving severely disturbed youth.
- 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 to feedback and supervision.
- Able to accurately read, record and interpret information.
- Manual/physical dexterity allowing for performance of routine office functions such as copying, filing, phone use, computer use, faxing, etc.
- Able to demonstrate computer skills and proficiency.
- Demonstrates organizational skills and is proficient in handling details, coordinating tasks, multi-tasking, time management and prioritization.
- Able to perform meal preparation and perform or supervise routine household cleaning.
- Able to climb at least two flights of stairs.

OTHER REQUIREMENTS OF THE POSITION:

- 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.
- 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.).

Commented [S1]: Again, simply unifying language and order.

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