



## POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Substitute Skills Trainer
PROGRAM:	Imani House
OPENING DATE:	Ongoing
CLOSING DATE:	Ongoing
HOURS/WEEK:	To Be Determined
STATUS:	Temp/Non-Benefit Eligible/Non-exempt

**SCHEDULE:** Substitute Workers work on a sporadic, as-needed basis to fill in for regular staff who are unable, for a variety of reasons, to work their scheduled shifts. Imani House is staffed 24-hours per day, 365 days per year, so flexibility in availability is a definite plus.

**WAGE/BENEFITS:** \$12.83 per hour. Ineligible for benefits unless otherwise required by law.

**TO APPLY:** Submit a resume and cover letter to Lori Torres, c/o 707 NE Couch St., Portland, OR 97232 or by e-mail to [ltorres@janusyouth.org](mailto:ltorres@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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**SUMMARY:** Skills trainers provide supervision and monitoring of clients and facility and assist in the treatment and supervision of youth in the custody of the Department of Human Services through the provision of individual and group skills training, recording daily observations, targeting treatment goals, and by maintaining a structured living environment in accordance with program expectations. The position is responsible for assisting in the overnight operations and security of a residential facility serving male adolescents. The position provides quality youth care and sight/sound supervision of 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 a related field or two years of experience is preferred.
- Preference may be extended to current employees of Janus Youth Programs, Inc.

**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.
- Able to climb at least one flight of stairs.
- Able to perform meal preparation and perform or supervise routine household cleaning.
- Able to provide visual and auditory supervision of residential clients.

- Able to accurately read, record and interpret information.
- 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.
- Ability to stay awake and alert throughout assigned shift.
- Manual/physical dexterity allowing for performance of routine office and household tasks such as phone use, copying, filing, computer use, writing, bending, reaching, food preparation, etc.

#### OTHER REQUIREMENTS:

- Driving is preferred; a personal vehicle for travel and/or transport clients preferred. 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.

#### 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.).

This position description is intended to give the reader a general idea of the overall purpose and the main activities and responsibilities that are intrinsic to this position. While this description is intended to be representative, it is not intended to be limiting.

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