



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Home Visitor
PROGRAM:	Insights Teen Parent Program
OPENING DATE:	July 30, 2018
CLOSING DATE:	August 9, 2018
HOURS/WEEK:	40
STATUS:	Full Time; Benefitted

SUMMARY: Insights Teen Parent Services has been providing parenting education and support services to young parents through home visiting and support groups for over 30 years. We offer 9 different programs with specialties including child development, domestic violence, homelessness and foster care involvement for teen parents or their children.

Healthy Families is a national, evidence based home visiting program that promotes positive parent-child relationships, supports healthy childhood growth and development, and enhances family functioning for young parent families in Multnomah County.

Healthy Families Home Visitors at Insights offer infant development information, education, and parenting support in the homes of young parents. They conduct an initial needs assessment and multiple subsequent assessments for families and provide appropriate resources and referrals to community agencies. This position requires frequent, written documentation and utilization of multiple assessments.

Home and community visiting staff conduct visits to provide life skills development, child development information, education, and parenting support. They conduct an initial needs assessment and multiple subsequent assessments for families and provide appropriate resources and referrals to community agencies. Home Visitors utilize multiple assessments and brainstorm with the family to develop an individual family support plan and set up activities and strategies that help the family meet their identified goals.

SCHEDULE: 40 hours per week, Monday through Friday including hours for staff meetings and supervision. However, this schedule may be adjusted according to the needs of the program.

WAGE/BENEFITS: \$2990.00 per month. 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: Please send resume and cover letters to Katie Schatz at kschatz@insightstpp.org. The position closes on August 9, 2018.

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!

QUALIFICATIONS: Any combination of education, experience and training that demonstrates the ability to perform the duties of the position is qualifying.

- Bachelor's Degree in Social Services/Human Services or related field or equivalent education, training and experience.
- Experience providing outreach and/or direct-service to high needs families, preferably adolescents.
- Experience working with adolescents and/or teen parents or families is preferred.
- Experience demonstrating a strong understanding of infant, child and adolescent development.
- Prefer experience working with local social service agencies and systems and familiarity with local resources.
- Preference will be given to candidates demonstrating successful experience working with diverse communities in Multnomah County.

REQUIRED ABILITIES:

- Value, experience and willingness to work in a multicultural/diverse environment.
- Ability to communicate effectively, both orally and in writing, with a broad variety of individuals, including clients, staff, and community partners.
- Bilingual skills (Spanish/English) are preferred but not required.
- Ability to speak and present information in both individual, small-group and large-group settings and to represent the program in community settings.
- Ability to provide detailed documentation in a prescribed format and in a timely, organized manner.
- Flexibility and ability to adapt to fluctuating priorities.
- Demonstrated ability to problem solve and exercise independent judgment.
- Ability to de-escalate potentially volatile and/or chaotic situations.
- Ability to work effectively in a team-dependent environment and a willingness to receive and act upon feedback.
- Ability to maintain appropriate professional boundaries in working with others and in handling confidential information.
- Ability to exercise tact, discretion and judgment in working with a variety of people.
- Ability to remain calm and emotionally available in an environment serving at-risk adolescents and individuals in crisis.
- Ability to consistently attend and be punctual for scheduled work commitments and meetings and be in a condition suitable for performing the functions of the position.
- Data entry skills sufficient for maintaining case notes, monthly statistics, and other recordkeeping responsibilities.
- Manual/physical dexterity allowing for performance of routine office functions such as writing, copying, filing, computer use, phone use, faxing, etc.
- Ability to lift up to 20 lbs in order to deliver/carry supplies and food boxes to families and/or to parent-child activities.
- Ability to walk and climb stairs in order to access clients' homes and apartments is required.
- Ability to provide strengths-based, trauma-informed, culturally responsive, and non-judgmental services while establishing trusting relationships.
- Proficiency using motivational interviewing techniques and coaching skills.
- Possess strong organizational skills and ability to prioritize multiple and varied tasks while managing time effectively.
- Have the capacity for introspection, communicates awareness of self in relation to others and recognizes the value of reflective supervision.

OTHER REQUIREMENTS:

- Driving is required; 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.
- Must pass criminal history background check.

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, adults, and families; May involve exposure to angry, hostile individuals.
- 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.).
- In order to meet client availability, may involve working late evening/early morning, including some weekends and possibly holidays.

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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WWW.JANUSYOUTH.ORG

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We appreciate your interest in working with our agency. You currently do not meet the requirements needed for this position but we encourage you to visit our employment page to view other available positions that you might be interested in.

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