



## INTERNAL POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Relief Crisis Intake Specialist I
PROGRAM:	Juvenile Reception Center
OPENING DATE:	On-Going
CLOSING DATE:	On-Going
HOURS/WEEK:	See below
STATUS:	Temporary, Non-benefit-eligible, Non-exempt

**SCHEDULE:** Relief workers work on an as-needed, sporadic basis. There is no guarantee of scheduled hours. Because the program is staffed 24-hours per day, 365 days per year, relief workers must have some flexibility in their availability and, generally, must be able to work overnight shifts, as well as weekends and holidays. Relief Workers who do not work for 6 consecutive months are normally removed from the employment rolls. However, this schedule may be adjusted according to the needs of the program.

**WAGE/BENEFITS:** \$13.60 per hour. Ineligible for benefits except as required by law.

**TO APPLY:** Submit a resume and cover letter to Susan Criswell, c/o 738 NE Davis St., Portland, OR 97232, by e-mail to [scriswell@janusyouth.org](mailto:scriswell@janusyouth.org), or through [Paycom](#).

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:** The Relief Crisis Intake Specialists work on an as-needed, sporadic basis to provide coverage for “regular” staff who are unavailable to work for a variety of reasons. This position provides referral, initial case coordination, and advocacy for youth accessing the runaway and homeless youth system as well as youth referred by police. The Relief Crisis Intake Specialist provides initial screening to determine eligibility for services and refer youth to appropriate agency. As part of the initial screening, this substitute position will ensure youth follow-through with referral by escorting youth or requesting staff assistance from referral agency.

**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 social service field or equivalent education, training and experience working with adolescents and families is required.
- A minimum of one year experience in a setting requiring the identification and assessment of the needs of adolescents preferred.
- Preference may be extended to current employees of Janus Youth Programs, Inc.

**REQUIRED ABILITIES:**

- Must value working in a multicultural/diverse environment.
- Bi-lingual skills (Spanish) preferred.
- Ability to work effectively in a team-dependent environment and to act on the agenda of the program.

- Ability to effectively problem-solve, exercise independent judgment in matters of significance and within program guidelines, and respond to crisis situations.
- Ability to exercise tact, discretion, and judgment in working with a variety of people.
- Ability to effectively monitor safety and demonstrate group management skills and effectively de-escalate potentially chaotic or volatile situations.
- Ability to stay calm and emotionally available in an environment serving at-risk and troubled adolescents.
- Ability to accurately read, record, and interpret information.
- Ability to provide auditory and visual supervision of staff and clients.
- Ability to effectively communicate, both orally and in writing, and present information to a variety of community groups in a public-speaking format.
- Ability to regularly attend and be punctual for scheduled work commitments and be in a condition suitable for assuming responsibilities of position.
- Manual/physical dexterity allowing for performance of routine office functions such as phone use, computer use, faxing, filing, copying, etc.

#### 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.

#### 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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