



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE: Lead Day Shift - Temporary
PROGRAM: Cordero House
OPENING DATE: 4/4/2017
CLOSING DATE: Open until filled
HOURS/WEEK: 40

SCHEDULE: Monday through Friday Day Shift. However, this schedule may be adjusted according to the needs of the program. This position is expected to last through mid June, 2017, unless extended, although this is not a guarantee of employment throughout this period.

WAGE/BENEFITS: Beginning wage is \$12.86/hour. Position is a limited duration position and not eligible for benefits except for those required by law.

TO APPLY: Please visit www.janusyouth.org/who-we-are/employment to apply for this position.

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!

Positions Summary:

The Lead Day Staff is responsible for providing quality youth care and close intensive supervision of male adolescent clients in a residential treatment setting. This position is responsible for assisting in the day-to-day operation of a residential treatment facility. This position will assist in the coordination of services provided by the clinical team. This position is responsible for coordinating medical and psychiatric services and insuring that clients receive quality medical and medication services. This position will complete tasks related to USDA requirements for food purchasing, preparation and documentation on a daily basis.

Education/Experience Requirements:

- Bachelor's degree **OR** equivalent education, experience and/or training which is defined, at a minimum, as one year work experience **AND** two years education, training, or additional work experience, all in the care and rehabilitation of youth. (Note: no less than 50 percent of the Skills Trainers shall have a Bachelor's Degree).
- Experience demonstrating knowledge of medication administration policies and procedures.
- Experience demonstrating knowledge of USDA policies and procedures.

We consider organization skills, teamwork capabilities, training, life experience, and education

Skills, Knowledge, and 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.
- Able to load and carry heavy groceries up one to two flights of stairs.

Other Requirements:

- Personal transportation allowing for timely travel within the Portland metropolitan area is required. Driving an Agency vehicle is also required. To be approved as a driver, employees must have 2 years of driving experience, have a valid license for state of residency, and have a driving record meeting corporate eligibility requirements. If driving a personal vehicle for work purposes must provide copy of proof of personal auto liability coverage (\$100,000/\$300,000 levels strongly recommended). All employees who drive during work hours must complete the Agency's driving approval process before driving for work purposes, regardless of whether driving a personal or Janus vehicle and regardless of whether driving with or without clients.
- Must pass a criminal history check
- Blood borne pathogen training required and provided first day of employment. Must attend annual updated training.
- Standard 1st Aid and CPR Certification
- Food Handler's Certification
- Must complete Mandatory Abuse Training within the first 30 days and annually thereafter.
- Must obtain National Provider Identification Number through the National Plan and Provider Enumeration System.

Working Conditions:

- Position requires working with a variety of individuals, including clients and/or their families that could be emotionally unstable and have behavioral needs that require a high level of supervision and intervention.
- Potential exposure to communicable diseases which can encompass a variety of illnesses and infections, including the common cold and flu, tuberculosis, Hepatitis, infectious meningitis, and HIV.
- May require flexibility in scheduling and overtime, including weekend, overnight and/or 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.