



INTERNAL POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Living Skills Coordinator
PROGRAM:	Annex I
OPENING DATE:	5/18/2017
CLOSING DATE:	5/22/2017
HOURS/WEEK:	40

**SCHEDULE:** To be determined but will include 5 shifts per week. However, this schedule may be adjusted according to the needs of the program.

**WAGE/BENEFITS:** \$12.86 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 resume and cover letter to John Weigel, c/o 707 NE Couch St., Portland, OR 97232 or by e-mail to [jweigel@janusyouth.org](mailto:jweigel@janusyouth.org). Open to current employees of Janus Youth Programs, Inc. Closes at 5:00 p.m. on 5/22/2017. This position is open to current employees of Buckman and Annex.

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 Living Skills Coordinator is responsible for carrying out the daily routines of an independent living program for males, ages 18-24, who are re-entering the community from a structured residential setting. The position is responsible for assessing Independent Living Skills Levels for all clients entering the program, as well as coordinating the delivery of this work, to include working with the team to identify the appropriate packet work and to assist the client in achieving mastery of Independent skills. The position provides quality youth support and guidance to the clients to include client community safety planning, activity planning, and skill development 3 hours per client per week. In addition the position requires that the Living Skills Coordinator be responsible for supervision, skill development, crisis intervention, and follow through with clients regarding their case plan, for up to six clients at any given time. This could include crisis management while still covering the floor and attending to the safety of other clients as well as tracking community clients all at the same time. Therefore it requires extensive exercise of independent direction and judgment as the Annex is primarily a single coverage program.

**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 mental health, social work, juvenile justice, or related field, or two years experience working with at risk youth is required.
- Experience working in a residential setting or with clients served by Oregon Youth Authority is preferred.

**Required Abilities:**

- A. Must value working in a multicultural/diverse environment.
- B. Ability to work effectively and act on the agenda of the program.
- C. Ability to problem solve, exercise independent judgment within program guidelines, and respond to crisis situations.
- D. Ability to exercise tact, discretion, and judgment in working with a variety of people.
- E. Ability to effectively monitor safety and effectively de-escalate potentially chaotic or volatile situations.
- F. Ability to remain calm and emotionally available in an environment that serves at-risk and troubled adolescents
- G. Ability to regularly attend scheduled shift, be punctual for scheduled shift and meetings, and be in a condition suitable for assuming responsibilities of the position.

- H. Ability to accurately read, record, interpret and convey information accurately.
- I. Ability to communicate effectively with a wide range of individuals, including clients, management, parole officers, and community partners.
- J. Ability to climb at least 2 flights of stairs.
- K. Ability to provide visual and auditory supervision of clients.
- L. Ability to escort and supervise clients in the community which may require standing and walking up to an hour at one time.
- M. Ability to accurately record and log necessary information, including outcome of client meetings and planning sessions, incident reports, communication logs, etc.
- N. Ability to direct clients to resource groups in the community for assistance.
- O. Ability to problem solve while keeping in mind the best interest and welfare of the client.
- P. Ability to stay awake and alert throughout assigned shift.
- Q. Ability to accurately type/keyboard 40-45 words per minute.
- R. Ability to effectively utilize computer software, including Word, Excel and PowerPoint.
- S. Manual/Physical dexterity allowing for performance of routine office and household functions (i.e, phone use, filing, faxing, copying, computer use, teaching chores, house cleaning, etc.).

**OTHER REQUIREMENTS OF THE POSITION:**

- Personal transportation allowing for travel within the greater Portland metropolitan area, a valid driver's license for state of residency, personal auto liability coverage (\$100,000/\$300,000 levels strongly recommended), and a driving record permitting coverage under the corporate auto liability policy. Any employee driving for work purposes must complete the agency's driving approval process before driving for work regardless of whether driving with or without clients and regardless of whether driving a personal or Agency vehicle.
- Must pass criminal history background check.
- Must have and maintain standard First-Aid/CPR certification
- Must have and maintain Food Handler's Card
- Bloodborne Pathogen training required and provided on first day of employment. Must attend annual updated training.
- Must complete mandatory reporting training within the first 30 days of employment and annually thereafter.

**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 youth and/or families.
- May involve time in excess of routine schedule, including evening and/or weekend hours.
- May meet with clients 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.).

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