



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE: Living Skills Coordinator
PROGRAM: Rivera House
OPENING DATE: 4/28/2017
CLOSING DATE: Open Until Filled
HOURS/WEEK: 34

SCHEDULE: To be determined. 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: Click [here](#) to apply. Internal applicants can apply through their employee dashboard when logging into 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!

SUMMARY:

The Living Skills Coordinator is responsible for carrying out the daily routines of an independent living program for LGBTQ youth on parole and probation, ages 18-24, who are re-entering the community from incarceration or structured residential settings. This 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 skill building 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 twelve 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.

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 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 Direct Care Staff shall have a Bachelor's Degree.)
- At least one year's experience working with LGBTQ individuals and demonstrating a strong understanding of the challenges LGBTQ youth face within the juvenile justice system.
- Experience demonstrating knowledge of the LGBTQ community, including services, events, and current issues. Previous relevant experience and familiarity with applicable resources preferred.
- Must value working in a multicultural/diverse environment.
- Preference may be extended to current employees of Janus Youth Programs, Inc.

Required Abilities:

- Ability to successfully engage youth in discussing personal issues and experiences (including sexual, romantic, intimate, familial) in a way that is affirming to gay, bi, trans and gender-fluid youth.

- Ability to work effectively and act on the agenda of the program.
- Ability to problem solve, exercise independent judgment 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 effectively de-escalate potentially chaotic or volatile situations.
- Ability to remain calm and emotionally available in an environment that serves at-risk and troubled adolescents
- 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.
- Ability to accurately read, record, interpret and convey information.
- Ability to communicate effectively with a wide range of individuals, including clients, co-workers, management staff, and identified community partners.
- Ability to maintain appropriate professional boundaries in working with others and in handling confidential information.
- Ability to climb at least 2 flights of stairs.
- Ability to provide visual and auditory supervision of clients.
- Ability to escort and supervise clients in the community which may require standing and walking up to an hour at one time. Do Staff do this?
- Ability to accurately log the outcome of client meetings and planning sessions.
- Ability to direct clients to resource groups in the community for assistance
- Ability to problem solve while keeping in mind the best interest and welfare of the client.
- Ability to stay awake and alert throughout assigned shift.
- Demonstrated ability to accept supervision and act upon feedback provided.
- Manual/Physical dexterity allowing for performance of routine office and household functions (i.e, phone use, filing, faxing, copying, computer use, cleaning, etc.).

OTHER REQUIREMENTS OF THE POSITION:

- Must pass DHS criminal history clearance.
- Bloodborne Pathogen training required (and provided) on first day of employment and annually thereafter.
- Standard First-Aid/CPR required (and provided) within first 30 days of employment.
- Must complete Mandatory Abuse Training within the first 30 days of employment and annually thereafter.
- Must obtain National Provider Identification Number through the National Plan and Provider Enumeration System.
- Personal vehicle allowing for occasional transport of clients or travel with the Portland metropolitan area is preferred. Employees driving a personal vehicle for work purposes must have and maintain a valid driver's license for state of residency, personal auto liability insurance (\$100,000/\$300,000 levels strongly recommended), and a driving record meeting Agency's driving approval criteria. Any employee who drives for work purposes, regardless of whether driving with or without clients and regardless of driving a personal or Janus vehicle, must first complete the Agency's driving approval process and receive written approval to drive prior to driving for work purposes.

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.
- Position may require some overtime, including evening and weekend hours.
- Position may require working and providing services at a location other than the primary location such as clients' apartments, homes or restaurants and cafes. As a result, worker may find themselves exposed to conditions not typically found in a residential setting or within the control of employer (i.e., second-hand smoke, varying hygiene practices, etc.).

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