



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Living Skills Mentor
PROGRAM:	Annex I
OPENING DATE:	11/18/2016
CLOSING DATE:	when filled
HOURS/WEEK:	40
STATUS:	Regular/Benefitted/Non-Exempt

SCHEDULE:

Sun: 8:00am – 5:00pm  
Wed: 3:00pm – 11:00pm  
Thur: 7:30am – 5:00pm  
Fri: 2:30pm – 11:00pm  
Sat: 2:00pm – 11:00pm

WAGE/BENEFITS: starting at \$11.81 per hour; agency benefits include paid time off program, medical, dental, life, long-term disability, EAP, Section 125 Plan and 401(k); benefit plans are subject to various waiting periods for eligibility.

TO APPLY: Submit a resume and cover letter by e-mail to [jackdavidson@janusyouth.org](mailto:jackdavidson@janusyouth.org).

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 position provides quality youth support and guidance to its clients. The Living Skills Mentor 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. This position will assist the Independent Living Skills Coordinator with client community safety planning, activity planning, and skill development 3 hours per client per week.

In addition the Living Skills Mentor is 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 youth is preferred. (Note: No less than 50 percent of the Direct Care Staff shall have a Bachelor's Degree or 2 years experience working with youth.)
- 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:

- Must value working in a multicultural/diverse environment.
- 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.
- 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 criminal history clearance.
- Bloodborne Pathogen training required (and provided) on first day of employment and annually thereafter.
- Standard First-Aid/CPR
- 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.).