



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Case Manager
PROGRAM:	Nest
OPENING DATE:	April 18, 2018
CLOSING DATE:	Open Until Filled
HOURS/WEEK:	40
STATUS:	Regular, Benefit-eligible, Non-exempt

SCHEDULE: Schedule is expected to be Monday - Friday Day Shift. However, this schedule may be adjusted according to the needs of the program.

WAGE/BENEFITS: \$18.00 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 Scott Conger, c/o 707 NE Couch St., Portland, OR 97232 or by e-mail to sconger@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!

SUMMARY:

Case Managers provide individualized case management services to high risk homeless youth. Services include needs assessments, housing assistance, independent living skill building, education, housing support, and referral to community resources.

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:

- Associates (or higher) Degree in a social-services related field and experience providing case management services.
- Experience demonstrating knowledge of access to community resources and ability to successfully assist clients in accessing needed resources.
- Experience in providing outreach and direct-service to at-risk and homeless adolescents.
- Experience demonstrating competence in fiscal responsibilities and duties
- Preference may be extended to current employees of Janus Youth Programs, Inc.

REQUIRED ABILITIES:

- Must value working in a multicultural/diverse work environment.
- Ability to communicate effectively, both orally and in writing, with a broad variety of individuals, including clients, landlords, school staff, and resource providers.
- Ability to work independently, self-motivated, self-directed in a community setting.
- Ability to speak and present information in both individuals and small-groups to represent the program in community settings.

- Ability to accurately read, write, and interpret information.
- Excellent organizational skills and the ability to manage time and information efficiently.
- Willing and able to learn and navigate HMIS (Homeless Management Information System) and required data reporting.
- Demonstrated proficiency and competence in computer use for research and reporting purposes.
- Demonstrated ability to problem solve and exercise independent judgment.
- Ability to work effectively both individually and within a team-dependent environment and a willingness to receive and act upon feedback.
- Ability to maintain appropriate professional boundaries in working with others and in handling confidential information.
- Ability to exercise tact, discretion and judgment in working with a variety of people.
- Ability to consistently attend and be punctual for scheduled work commitments and meetings and be in a condition suitable for performing the functions of the position.
- Math aptitude sufficient to provide education regarding home budgeting and in managing/reconciling petty cash.
- Manual/physical dexterity allowing for performance of routine office functions such as writing, copying, filing, computer use, phone use, faxing, etc.
- Ability to lift up to 30lbs in order to deliver/carry materials, and/or move furniture.
- Ability to walk and climb stairs in order to access clients' homes and apartments is required.

OTHER REQUIREMENTS OF THE POSITION:

- Driving is required; a personal vehicle allowing for transport of clients and within the Clark County area. 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.
- TB clearance.

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, adults, and families.
- May involve time in excess of routine schedule and/or overtime, including evening/**overnight** and/or 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., animals, second-hand smoke, varying hygiene practices, etc.).

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WWW.JANUSYOUTH.ORG