



## POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Substitute Youth Care Specialist
PROGRAM:	Oak Bridge
OPENING DATE:	Ongoing
CLOSING DATE:	Ongoing
HOURS/WEEK:	See below
STATUS:	Temporary/non-benefit eligible/ non-exempt

SCHEDULE: To Be Determined

WAGE/BENEFITS: Beginning rate of pay is \$11.75/hour. Ineligible for benefits except as required by law.

TO APPLY: Please submit cover letter and resume to Alaire deSalvo at [adesalvo@janusyouth.org](mailto:adesalvo@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:** Substitute Workers work on an as-needed basis to provide coverage for staff absences or during temporary vacancies. Substitute Workers are expected to keep their supervisor(s) informed of their availability and any changes in their availability and are expected to respond to requests to fill shifts according to work-site policy and/or procedures. Substitute Workers who do not work for six consecutive months are normally removed from the substitute list and must go through a re-hire process before resuming employment.

Because coverage is provided in a facility open 24/7, it is important that Substitute Workers are flexible in terms of their availability, particularly in terms of providing coverage during overnight, weekend and holiday hours.

Substitute Youth Care Specialists oversee the day-to-day and/or overnight operation of the facility. The position provides a variety of services which may include individualized youth care, planning, supervision of daily and/or nightly routines, individual and group counseling, crisis intervention to high risk youth and their family-like support, and behavior management. The position provides close, intensive supervision to youth and may involve working with community service providers to facilitate connection and referrals to youth and family-like support with other community agencies, juvenile court, and other support services.

### QUALIFICATIONS:

- At least 50% of the youth care staff must have a Bachelor's Degree OR at least 2 years of college and one year of work in a residential care program for adolescents; relevant experience may be substituted for education on a year-for-year basis. A Bachelor's Degree in behavioral or social science may substitute for experience.
- Those not meeting requirement above, must have a high school diploma or GED AND one of the following:
  - One year of successful experience working with youth in a group setting;

- One year of successful experience as a foster parent for 3 or more children;
- Two years of college

#### REQUIRED ABILITIES:

- Ability to work effectively in the following area: Cultural diversity; team-dependent models; crisis management; strength based orientation; adolescent youth development; family-like support reunification or involvement. Ability to work effectively may be demonstrated through academic experience, job experience, references, and interview answers.
- Able to accurately read, record and interpret information.
- Able to provide visual and auditory supervision of clients.
- Able to stay awake and alert throughout assigned shift.
- Able to stay calm and emotionally available in an environment serving high-risk youth.
- Able to communicate effectively in English, both orally and in writing.
- 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.
- Able to effectively monitor safety and demonstrate group management skills and de-escalate potentially chaotic and/or volatile situations.
- Able to regularly attend scheduled shifts, be punctual for scheduled shifts and meetings, and be in a condition suitable for assuming responsibilities of position.
- Physical and manual dexterity allowing for performance of routine office functions such as phone use, computer use, filing, faxing, note taking/logging, and copying.

#### OTHER REQUIREMENTS:

- Driving is preferred. 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.
- Food Handler's Certification.
- TB clearance.
- Washington residency preferred.
- 21 years of age or older per Washington State contract requirements.

#### 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.

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

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.

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