



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Temporary Program Supervisor
PROGRAM:	Oak Bridge
OPENING DATE:	July 9, 2018
CLOSING DATE:	When Filled
HOURS/WEEK:	40
STATUS:	Exempt; Full Time; Temporary 8/13/18 – 2/1/19

SCHEDULE: 40 hours per week, to be determined plus additional hours for staff meetings and supervision. This schedule may be adjusted according to the needs of the program.

WAGE/BENEFITS: \$21 per hour. Ineligible for benefits except as required by law.

TO APPLY: Submit a resume and cover letter to Alaire DeSalvo or Candy Lowe, c/o 707 NE Couch St, Portland, OR 97232, by e-mail to adesalvo@janusyouth.org or clowe@janusyouth.org. Position closes on August 1, 2018 with an expected start date of August 13, 2018

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 Program Supervisor is a full-time, professional level, exempt position responsible for coordinating services within the residential shelter team. The Program Supervisor works in direct relationship with the Program Director. This position provides direct supervision and leadership to Youth Care Specialists, Case Managers, and Substitute Youth Care Specialists at Oak Bridge. On-call supervision is further provided on a rotating schedule. The Program Supervisor may provide client supervision to clients who are receiving shelter services at Oak Bridge. The Program Supervisor is responsible for working with Oak Bridge shelter staff and other Janus programs and community agencies to assure the provision of a wide range of crisis intervention services to youth and their families. This position is part of the Washington Services Leadership Team and shares in the responsibility of overseeing the unity and efficiency of Washington's continuum of services.

QUALIFICATIONS: Any combination of education, experience and training that demonstrates the ability to perform the duties of the position is qualifying.

- Bachelor's Degree in social/human services related field from an accredited college or university OR at least five years of successful full-time experience in a relevant field demonstrating ability to perform duties and responsibilities of position.
- Supervisory experience demonstrating ability to evaluate and promote effective staff performance.
- Experience working with adolescents and their families.
- Preference may be extended to current employees of Janus Youth Programs, Inc.

REQUIRED ABILITIES:

- Must value working in a multi-cultural/diverse environment.

- Demonstrated ability to problem solve, exercise independent judgment within program guidelines, and respond to crisis situations.
- Ability to stay calm and emotionally available in an environment serving youth in crisis.
- Ability to communicate effectively in English, both orally and in writing, and to give oral and written instructions.
- Ability to provide motivational leadership and to work within a leadership role.
- Ability to work successfully within a team-dependent model.
- Ability to monitor safety effectively, to demonstrate group management skills, and to effectively de-escalate potentially chaotic or volatile situations.
- Commitment to on-going training.
- Commitment to the principles of Positive Youth Development and ability to work with young people as partners in the programming process.
- Ability to work effectively within a team-dependent environment and a willingness to give and receive appropriate feedback.
- Ability to exercise tact, discretion, and judgment in working with a variety of people.
- Genuine concern for young people and the ability to treat all people with dignity and respect.
- Ability to accurately read, record, and interpret information using computerized and paper systems.
- Ability to maintain appropriate professional boundaries in working with others and in handling confidential information.
- Ability to regularly attend and be punctual for scheduled work commitments and meetings, and be in a condition suitable for assuming responsibilities of position.
- Ability to maintain visual and auditory awareness of youth.

Manual/physical dexterity allowing for performance of routine office functions such as copying, faxing, phone use, filing, computer entry, etc.

OTHER REQUIREMENTS:

- Driving is required; a personal vehicle for travel and/or transport clients required. 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.
- Washington residency preferred.
- 21 years of age or older per Washington contract requirements.
- 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 drug affected, severe persistent mental health issues, upset, angry, severely traumatized or emotionally disturbed children, adolescents, adults, and families.

- This position will be assigned an agency cell phone.
- This position will require flexible scheduling including some evenings and weekends to address the needs of the program: 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., 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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We appreciate your interest in working with our agency. You currently do not meet the requirements needed for this position but we encourage you to visit our employment page to view other available positions that you might be interested in.

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