



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE: Program Supervisor
PROGRAM: Annex I
OPENING DATE: 4/6/2017
CLOSING DATE: Open until Filled
HOURS/WEEK: 40

SCHEDULE: To be determined but will include 5 shifts per week. However, this schedule may be adjusted according to the needs of the program.

WAGE/BENEFITS: \$3033.33 per month. 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 John Weigel, c/o 707 NE Couch St., Portland, OR 97232 or by e-mail to jweigel@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: The Program Supervisor position is responsible for supervising the Associate Transition Facilitator, Independent Living Skills Coordinator, Living Skills Mentors, and Overnight staff, facilitating effective communication and working relationships among program staff, and facilitating on-site implementation of the treatment program. The position reports to the Annex Program Coordinator regarding administrative, personnel, and clinical matters in management of case load, ongoing program implementation issues, intake planning and supervision of staff.

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:

- Master's degree with major study in social work or a closely allied field and one (1) year of experience in the care and rehabilitation of youth **OR** a Bachelor's Degree in social work or a closely allied field and one (2) years of experience in the care and rehabilitation of youth.
- Case Management experience preferred.
- Working knowledge of BRS standards preferred.
- Prefer experience working with Oregon Youth Authority.
- Experience providing individual, family and/or couples counseling.
- Experience providing staff supervision preferred.
- Residential experience preferred.
- Experience working with target population preferred.
- Must value working in a multicultural/diverse environment.
- Preference may be extended to current employees of Janus Youth Programs, Inc.

Required Abilities:

1. Must value working in a multicultural/diverse environment.
2. Ability to work effectively with diverse cultures.

3. Demonstrated abilities in therapeutic milieu management.
4. Extensive exercise of independent and team-coordinated discretion and judgment.
5. Ability to provide leadership in a team-oriented approach.
6. Ability to problem solve, exercise independent judgment within program guidelines, and respond to crisis situations.
7. Openness to feedback and supervision.
8. Ability to exercise tact, discretion, and judgment in working with a variety of people.
9. Ability to communicate effectively orally and in writing with a broad variety of people, including staff, supervisors, community partners and service providers, and management.
10. Ability to effectively monitor safety and demonstrate group management skills and effectively de-escalate potentially chaotic or volatile situations.
11. Ability to provide auditory and visual supervision of clients.
12. Ability to stay calm and emotionally available in an environment serving at-risk and troubled adolescents.
13. Ability to maintain appropriate professional boundaries in working with others and in handling confidential information.
14. Ability to regularly attend and be punctual for scheduled work commitments and meetings and be in a condition suitable for assuming responsibilities of position.
15. Ability to accurately read, record, and interpret information.
16. Ability to climb at least 2 flights of stairs.
17. Manual/physical dexterity allowing for performance of routine household and office tasks, such as computer use, phone use, copying, faxing, filing, reaching, bending, stooping, etc.

OTHER REQUIREMENTS OF THE POSITION:

1. Personal vehicle allowing for travel within the greater Portland metropolitan area, a valid driver's license for state of residency, personal auto liability coverage (\$100,000/\$300,000 levels strongly recommended), and a driving record permitting coverage under the corporate auto liability policy. Any employee driving for work purposes must complete the agency's driving approval process before driving for work regardless of whether driving with or without clients and regardless of whether driving a personal or Agency vehicle.
2. Must pass criminal history background check.
3. Must have and maintain standard First-Aid/CPR certification
4. Bloodborne Pathogen training required and provided on first day of employment. Must attend annual updated training.
5. Must complete mandatory reporting training within the first 30 days of employment and annually thereafter.
6. Must obtain National Provider Identification Number through the National Plan & Provider Enumeration System.

WORKING CONDITIONS:

1. May involve exposure to communicable diseases, including a variety of illnesses and infections such as the common cold, TB Hepatitis, flu, meningitis, and HIV.
2. May involve exposure to upset, angry, severely traumatized or emotionally disturbed youth and/or families.
3. May involve time in excess of routine schedule, including evening and/or weekend hours.
4. May meet with clients at locations other than program site (i.e., restaurant, café, apartment, etc.,) and may, therefore, be exposed to environments not under agency control (i.e., smoking).

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WWW.JANUSYOUTH.ORG