



INTERNAL POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Project Facilitator
PROGRAM:	Hope Partnership Project
OPENING DATE:	3/17/2017
CLOSING DATE:	3/24/17
HOURS/WEEK:	40
STATUS:	Regular Benefitted/Non-Exempt

SCHEDULE: Wednesday through Sunday Swing Shift. However, this schedule may be adjusted according to the needs of the program.

WAGE/BENEFITS: \$14 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 to Jack Davidson, c/o 707 NE Couch St., Portland, OR 97232 or by e-mail to jackdavidson@janusyouth.org.

Position is open to current Janus employees.

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!

The Hope Partnership Project Facilitator is responsible for providing diverse and inclusive opportunities through the Hope Partnership Project for incarcerated youth in OYA facilities to connect with community members who can teach skills that will support these youth during their transition into the community. **Primary location will be in Woodburn.** The position involves strong collaboration with community partners, volunteers, government agencies, and youth to engage the public in the process of youth development, rehabilitation and re-entry from close-custody institutions. This position will also recruit and screen volunteers to work with our Buckman and Annex programs in order to provide community workshops and mentoring opportunities and staff development trainings.

Education and Experience Required:

1. Bachelor's Degree in Social Work or related field OR any combination of experience and education that provides the necessary skills, knowledge, and abilities necessary for successfully performing the responsibilities of the position.
2. Experience related to development and delivery of training material and presentations is required.
3. Prefer experience related to vocational/educational development of male adolescents.
4. Prefer some experience in recruiting and/or managing volunteers.

Knowledge, Skills and Abilities Required:

1. Must value working in a multicultural/diverse environment.
2. Ability to listen, collaborate and work independently within program and Agency guidelines.
3. Ability to set priorities, organize and track many different levels of information.
4. Ability to establish and maintain effective working relationships with a broad variety of people, including management staff, community partners, volunteers and program youth.

5. Ability to make oral presentations, including ability to respond to questions.
6. Ability to communicate effectively, both orally and in writing.
7. Able to exercise tact, discretion, and judgment in working with a variety of people.
8. Maintain appropriate professional boundaries in working with others and in handling confidential information.
9. Ability to effectively monitor safety and demonstrate group management skills and effectively de-escalate potentially chaotic or volatile situations
10. Ability to stay calm and emotionally available in an environment serving emotionally / behaviorally disturbed adolescents
11. Able to accurately read, record and interpret information.
12. Able to provide audio and visual supervision of youth.
13. Ability to regularly attend scheduled work commitments and be in a condition suitable for assuming responsibilities of position.
14. Physical/manual dexterity allowing for performance of routine office functions such as filing, copying, phone use, computer use

Other Requirements:

- This position does involve driving for work purposes. All employees who drive for work purposes must complete the Agency's driving approval process prior to driving for work-related reasons. This approval process includes having and maintaining a valid driver's license for state of residency, personal auto liability insurance, and a driver's record meeting corporate eligibility requirements. Employees are not to drive for work purposes until they have received written authorization to do so.
- This position may require working weekends and/or evening hours.
- Standard First-Aid/CPR Certification is required.
- DHS/OYA Criminal History clearance required.
- Must obtain National Provider Identification Number through the National Plan and Provider Enumeration System.

WE VALUE DIVERSITY – EOE

Janus Youth Programs, Inc., 707 NE Couch Street, Portland, OR 97232
www.janusyouth.org