



POSITION TITLE: Care and Support Specialist (Internal to Janus Employees)  
PROGRAM: Street Light/Porch  
OPENING DATE: January 9, 2017  
CLOSE DATE: Until Filled  
HOURS/WEEK: 38  
STATUS: Regular/Benefitted/Non-Exempt

SCHEDULE: One position available, hours below. Additional hours for weekly staff meeting and monthly supervision. However, this schedule may be adjusted according to the needs of the program.  
Street Light: Saturday 8:15pm-9:30am; Thursday 9:15am-10:30am for staff meeting.  
Porch Light: Sunday, Monday 8:15pm-9:30am.

WAGE/BENEFITS: \$13.50 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: Please submit cover letter and updated resume to Heather Penzel, c/o 707 NE Couch St., Portland, OR 97232 or by e-mail [hpenzel@janusyouth.org](mailto:hpenzel@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: The Care and Support Specialist (Willamette Bridge Shelter Services) is responsible for maintaining a clean, safe, comfortable and respectful environment for up to 70 transition homeless youth (15-24 years of age). This position oversees the safe operation of the homeless youth shelter facility and provides individual client response, including supervision of daily and nightly routines; interpretation and guidance regarding program agreements; crisis intervention; and close supervision of the shelter milieu. The primary responsibility of this position is providing a safe, comfortable environment for homeless youth to sleep, rest, eat and tend to their basic hygiene needs.

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:

- Bachelor degree in related field or equivalent education, experience and training that demonstrates knowledge and ability necessary to successfully perform job duties and responsibilities.
- Prior experience working with high-risk youth and people experiencing homelessness.
- Knowledge of trauma and trauma's impact on homeless/street dependent youth is preferred.
- Preference may be extended to current employees of Janus Youth Programs, Inc.

REQUIRED ABILITIES:

- Must value working in a multicultural/diverse environment.
- Ability to work effectively in the following areas: Cultural diversity, team-dependent models; crisis management; systematic theory; Community Youth Development approach; and adolescent development. Ability to work effectively may be demonstrated through academic experience, job experience, references, and interview answers.

- Genuine concern for young people and the ability to treat all people with dignity and respect, and openness to learning and implementing a Positive Youth Development approach to youth work.
- A commitment to on-going training and a willingness to receive and act upon feedback.
- Ability to climb and descend at least two flights of stairs.
- Ability to stay awake and alert throughout entire assigned shift (which are approximately 13 hours). This includes participating in and assuring facility walk-throughs are completed during the shift.
- Ability to accurately read, record, and interpret information and maintain paper and computerized information.
- Ability to provide visual and auditory supervision of program and youth.
- Ability to communicate effectively orally and in writing with a broad variety of people, including staff, supervisors and management.
- Ability to stay calm and emotionally available in an intimate residential environment serving highly traumatized youth experiencing homelessness, mental health symptoms and chronic alcohol/drug abuse.
- Ability to exercise independent discretion and judgment within program guidelines.
- Ability to work effectively in a team-dependent environment and to act on the agenda of the program.
- 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.
- Ability to effectively monitor safety and demonstrate group management skills and effectively de-escalate potentially chaotic or volatile situations.
- Ability to regularly attend scheduled shift, be punctual for scheduled shift and meetings, and be in a condition suitable for assuming responsibilities of position.
- Ability to problem solve, exercise independent judgment within program guidelines, and respond to crisis situations.
- Manual dexterity allowing performance of routine office tasks such as writing, phone use, filing, copying, and use of computer keyboard.
- Manual/physical capability to bend, stoop, kneel, reach, and lifting up to 20lbs (including overhead) in order to perform functions considered routine in a shelter environment.

#### OTHER REQUIREMENTS:

- Driving is not 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 required within 2 weeks of hire.
- TB clearance within 30 days of employment.

#### 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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