



POSITION ANNOUNCEMENT

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| POSITION TITLE: | Temporary Winter Shelter C&S Specialist |
| PROGRAM: | Street Light/Porch Light |
| OPENING DATE: | October 3, 2017 |
| CLOSING DATE: | Open Until Filled |
| HOURS/WEEK: | 14/17 |
| STATUS: | Temporary; Non-benefitted; Non-exempt |

SCHEDULE: 2 shifts. However, this schedule may be adjusted according to the needs of the program.
Shift #1: Thurs 5:30pm-12:00am, Fri, Sat 8:15pm – 12:00am (or longer depending on need).
Shift #2: Sat, Sun 5:30pm – 12:00am, Mon 8:15pm – 12:00am (or longer depending on need).

WAGE/BENEFITS: \$13.75/hour; ineligible for benefits except as required by law.

TO APPLY: Please submit cover letter and updated resume to Heather Penzel at 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!

SUMMARY: The Temporary Winter Care & Support Specialist provides additional staff support during the busiest times of the evening for two homeless youth shelters (Porch Light & Street Light), co-facilitated at one downtown location, during the winter months of November through March. The Temp WC&SS assists in the operation of the facility and provides individual client response, including supervision of nightly routines; safe and consistent implementation of Shelter Agreements and Policy & Procedure; crisis intervention; and close supervision of up to 70 homeless youth between the ages of 16-24. The primary responsibility of this position is providing a safe and comfortable environment for clients to meet their basic 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:

- Prior experience working with high-risk adolescents, especially knowledge of issues impacting homeless/street dependent youth, preferred.

REQUIRED ABILITIES:

- Ability to work effectively in the following areas: Cultural diversity, team-dependent models; crisis management; systematic theory; Positive 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, including client Self-Government.
- Must value working in a multicultural/diverse environment.
- A commitment to on-going training and a willingness to receive and act upon feedback.

- Ability to climb at least two flights of stairs.
- Ability to stay awake and alert throughout assigned 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 verbally with a broad variety of people, including staff, supervisors and management.
- Ability to stay calm and emotionally available in an environment serving at-risk and troubled youth.
- 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/physical dexterity allowing for performance of routine office functions and household-type tasks. This will include activities such as keyboarding, writing, filing, copying, phone use, meal preparation, cleanup, etc. Ability to lift up to 30# is required.

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 Pathogen training required and provided on first day of employment and annually thereafter.
- Must complete mandatory reporting 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.
- Must have and maintain Food Handler's Card
- TB test 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 youth and/or families.
- Position is a regularly scheduled shift. However, there may be occasions when flexibility is required or when time in excess of routine shift is required.

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