



## POSITION ANNOUNCEMENT – INTERNAL ONLY

POSITION TITLE:	Temporary Care and Support Specialist
PROGRAM:	Street Light/Porch Light
OPENING DATE:	October 31, 2018
CLOSING DATE:	Open Until Filled
HOURS/WEEK:	Overnight with possibility of overtime.
STATUS:	Temporary; Non-benefitted; Non-exempt

**SCHEDULE:** Street Light and Porch Light are experiencing a staffing crisis and are looking for Janus staff who may be available to cover overnights with the possibility of overtime. This would be a Temporary Position of 2-3 months, paid at the employee's regular rate.

**WAGE/BENEFITS:** Employee's regular rate plus overtime when applicable; ineligible for benefits except as required by law.

**TO APPLY:** Please contact Heather Penzel at [hpenzel@janusyouth.org](mailto:hpenzel@janusyouth.org). Internal Applicants only.

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**SUMMARY:** The Temporary Care and Support Specialist 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.

- 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 30lbs. 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 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.
- TB clearance within 30 days of hire.

#### 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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