



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE: Skills Trainer
PROGRAM: Cordero House
OPENING DATE: December 21, 2016
CLOSING DATE: Open Until Filled
HOURS/WEEK: 32

SCHEDULE: Friday, Saturday, and Sunday Swing Shift plus hours for weekly staff meeting and supervision. However, this schedule may be adjusted according to the needs of the program.

WAGE/BENEFITS: Beginning wage is \$11.81/hour. Position is eligible for full benefits - 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 Michelle Knowles, c/o Cordero House, 707 NE Couch St., Portland, OR 97232 or by e-mail to mknowles@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!

Positions Summary:

The Skills Trainer is responsible for providing ongoing supervision and care for male adolescents. This position assists in the evaluation of children served by the Oregon Youth Authority through the provision of individual and group skills training, family coaching, recording daily observations, targeting treatment goals, and by maintaining a structured living environment in accordance with program expectations. The position is responsible for assisting in the day-to-day operation of a residential evaluation facility. The position provides quality youth care and close intensive supervision of male delinquent adolescent clients.

Education/Experience Requirements:

A. Bachelor's degree OR equivalent education, experience and/or training which is defined, at a minimum, as one year work experience AND two years education, training, or additional work experience, all in the care and rehabilitation of youth. (Note: No less than 50 percent of the Skills Trainers shall have a Bachelor's Degree.)

We consider organization skills, teamwork capabilities, training, life experience, and education

Skills, Knowledge, and Abilities:

1. Value working in a multi-cultural/diverse environment.
2. Ability to work effectively within: culturally diverse populations; team dependent models; crisis management; strength-based theoretical orientation; adolescent development; and family reunification. Ability to work effectively may be demonstrated through academic experience, job experience, references, and interview responses.
3. Ability to communicate effectively orally and in writing with a broad variety of people, including clients, staff, supervisors and management.
4. Able to climb at least two flight(s) of stairs.
5. Able to perform meal preparation and perform or supervise routine household cleaning.
6. Able to lift and carry supplies and groceries that could weigh as much as 20lbs.

7. Able to provide visual and auditory supervision of residential clients.
8. Ability to stay awake and alert throughout assigned shift.
9. Able to accurately read, record and interpret information and complete written documentation that meets contract and program guidelines.
10. Able to remain calm and emotionally available in an environment serving youth who require a high level of supervision and redirection from staff.
11. Ability to work effectively in a team-dependent environment and to act on the agenda of the program.
12. Ability to exercise tact, discretion and judgment in working with a variety of people.
13. Ability to maintain appropriate professional boundaries in working with others and in handling confidential information.
14. Ability to effectively monitor safety and demonstrate group management skills and effectively deescalate potentially chaotic or volatile situations.
15. Ability to regularly attend scheduled shift, be punctual for scheduled shift and meetings, and be in a condition suitable for assuming responsibilities of position.
16. Openness and responsiveness to feedback and supervision.
17. Manual/Physical dexterity allowing for performance of routine office functions and household-type tasks such as phone use, computer use, filing, faxing, copying, cooking, cleaning, etc.

Other Requirements:

1. Personal transportation and a driving record which permits coverage under the corporate auto liability policy, required. If driving a personal vehicle, must provide proof of auto liability insurance and maintain a valid driver's license for state or residency. If driving personal auto for work purposes must maintain personal auto liability coverage (\$100,000/\$300,000 level strongly recommended). All employees driving for work purposes, whether an agency vehicle or personal vehicle, must complete the agency's driving approval process before driving.
2. Must pass criminal history check
3. Blood borne pathogen training required and provided first day of employment. Must attend annual updated training.
4. Standard First-Aid and CPR Certification
5. Food Handler's Certification.
6. Must complete Mandatory Abuse Training within the first 30 days and annually thereafter.
7. Must obtain National Provider Identification Number through the National Plan & Provider Enumeration System.

Working Conditions:

1. Position requires working with a variety of individuals, including clients and/or their families that could be emotionally unstable and have behavioral needs that require a high level of supervision and intervention.
2. Potential exposure to communicable diseases which can encompass a variety of illnesses and infections, including the common cold and flu, tuberculosis, Hepatitis, infectious meningitis, and HIV.
3. May require flexibility in scheduling and overtime, including weekend, overnight and/or holidays.

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.