



## POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Shelter Manager
PROGRAM:	Homeless Youth Services/Willamette Bridge Programs
OPENING DATE:	05/19/20017
CLOSING DATE:	Open Until Filled
HOURS/WEEK:	40
STATUS:	Regular, Benefit-eligible, Exempt

**SCHEDULE:** This position will generally work late afternoon to evening hours (3pm-11pm swing shift), with flexibility required for daytime and occasional weekend obligations, crisis interventions or other tasks as needed. However, this schedule may be adjusted according to the needs of the program.

**WAGE/BENEFITS:** \$3333.33 to \$3916.67 per month depending on experience. 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 Dennis Lundberg, c/o 707 NE Couch St. Portland, OR 97232 or by e-mail to [dlundberg@janusyouth.org](mailto:dlundberg@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 Shelter Manager works in conjunction with the Director of Homeless Youth Services to provide engaged leadership and operational oversight for two overnight shelter programs, co-located in the same downtown facility: Porch Light Emergency Shelter and Street Light Short-Term Shelter. These shelter programs provide a range of basic safety services for highly traumatized young people (ages 16-24) who are experiencing homelessness. The position is directly responsible for monitoring the safe night-to-night operations of shelter services, insuring full integration of current shelter best practices, compliance with program health and safety standards, achieving outcome expectations, and providing consistent trauma-informed support and supervision for shelter staff (Care & Support Specialist) and the Porch Light Shelter Supervisor. Ongoing duties include timely data entry and program reporting, scheduling, hiring and training and ongoing management of shelter staff and relief workers, professional program representation in the broader community, and occasional public speaking engagements. The Janus Youth shelter programs are part of a highly integrated Homeless Youth Continuum of programs and services, and the Shelter Manager position requires close communication and coordination with a broad range of partner agencies. The shelters are founded on principles of Positive Youth Development that encourage meaningful participation of all shelter guests who utilize services. The shelters are open every night of the year from 8:45pm until 9:00am. The Shelter Manager is required to have a consistent presence during the early part of the evening to greet and be available to all guests to establish and model safe, caring and supportive relationships. This position will generally work a late afternoon to early evening schedule (swing shift), with some flexibility required for meeting obligations, crisis interventions or other tasks as assigned by the Director of Homeless Services.

This position requires being part of a rotating on-call supervisory team that provides coaching, support and coverage assistance to a multitude of 24/7 programs within Janus Youth.

The employees of Porchlight and Streetlight are represented by a union bargaining agreement. The Director of Homeless Services is the primary contact point for the union, however, the Shelter Manager may be occasionally required to assist in negotiations, grievances, or other union matters.

**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's degree in area of study related to youth homeless, counseling, mental health, alcohol/drug treatment, social work, or non-profit business management OR any combination of experience and education that provides the necessary skills, knowledge, and abilities necessary for successfully performing the diverse responsibilities of the position.
- A minimum of two years experience in a residential setting for young adults or people experiencing mental health crises.
- A minimum of two years experience in direct staff supervision and program management required.
- Experience supervising union bargaining employees preferred.
- Experience in a mental health/case management setting working with youth or young adults preferred.
- Bi-lingual (English/Spanish) skills preferred.
- Preference may be extended to current employees of Janus Youth Programs, Inc.

Required Abilities:

- Must value working in a diverse multi-cultural environment that promotes equity and social justice.
- Demonstrated ability to work effectively on multiple projects, including prioritizing, overseeing, participating and bringing projects to completion in a timely manner.
- Outstanding communication and attentive listening skills (including phone/email communication as well as excellent writing and speaking abilities).
- Extensive exercise of judgment within program guidelines.
- Ability to represent Janus Youth Programs in the community without direct supervision.
- Excellent organizational skills and the ability to manage time efficiently.
- Demonstrated ability to use and maintain both computerized and paper information systems.
- Demonstrated ability to problem solve, exercise ethical independent judgment within program guidelines, and respond to crisis situations in a trauma-informed manner.
- Commitment to on-going training and the ongoing training of shelter employees.
- Must value and respect young people, and demonstrate the ability to treat all people with dignity and respect.
- Ability to work closely with and involve young people as partners, co-workers and competent agents of change.
- Ability to work effectively in a leadership role within a team-dependent environment and a willingness to receive and act upon feedback
- Willingness and ability to work with a diversity of programs and people - including young people in partnership roles.
- Ability to climb at least two (2) flights of stairs.
- Ability to accurately read, record, and interpret information using computerized and paper systems.
- Ability to provide auditory and visual supervision of program staff and youth.
- Ability to stay calm and emotionally available in a crisis oriented environment serving youth who may present as escalated and/or traumatized.
- 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 provide supervision and support to program employee and other supervisors in a variety of service components.
- Ability to regularly attend and be punctual for scheduled meetings and work commitments and provide professional leadership within the agency.

#### OTHER REQUIREMENTS OF THE POSITION:

- Personal transportation allowing for transport of clients, food and supplies and timely travel within the Portland metropolitan area, a valid driver's license for state of residency, and a driving record which permits coverage under the corporate auto liability policy is required. If driving a personal vehicle, must provide proof of auto liability insurance (\$100,000/\$300,000 strongly recommended). All employees driving for work purposes, whether a personal vehicle or agency vehicle, must first complete organization's driving approval process before driving.
- This position requires a criminal background and child abuse registry check.
- First-Aid/CPR Certification.
- Food Handler's Certification.
- TB Clearance.
- Bloodborne Pathogen training provided at time of hire; updated training required on an annual basis.
- Training as a Mandatory Reporter provided at time of hire; updated training required on an annual basis.

#### WORKING CONDITIONS

1. May involve exposure to communicable diseases, which can encompass a variety of infections and illnesses, including the common cold, TB, Hepatitis A, B & C, and HIV.
2. Will involve exposure to vicarious trauma, including direct engagement with highly traumatized youth and mental health/alcohol/drug affected youth and young adults.
3. Will require flexibility in scheduling and duties, including late night and weekend hours.
4. Participation in rotating 24/7 on-call management support.

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