



## POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE: Skills Trainer  
PROGRAM: Imani House  
OPENING DATE: July 10, 2017  
CLOSING DATE: Open Until Filled  
HOURS/WEEK: 17  
STATUS: Regular, Non-exempt

SCHEDULE: Thursday 2:30 p.m. - 3:30 p.m.; Monday and Tuesday 3:00 p.m. -11:00 p.m. However, this schedule may be adjusted according to the needs of the program.

WAGE/BENEFITS: \$11.81 per hour. Position is ineligible for benefits except as required by law.

TO APPLY: Submit a resume and cover letter to Lori Torres at [ltorres@janusyouth.org](mailto:ltorres@janusyouth.org) or mail to her c/o Janus Youth Programs, Inc., 707 NE Couch Street, Portland, OR 97232.

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 Skills Trainer is responsible for providing ongoing supervision and care for male adolescents. This position assists in the treatment and supervision of youth in the custody of the Department of Human Services through the provision of individual and group skills training, 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 facility. The position provides quality youth care and close, intensive supervision of male adolescent clients

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 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.)
- ❖ Preference may be extended to current employees of Janus Youth Programs, Inc.

#### Required Abilities:

- ❖ Value working in a multi-cultural/diverse environment.
- ❖ 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.
- ❖ Ability to communicate effectively orally and in writing with a broad variety of people, including clients, staff, supervisors and management.
- ❖ Able to climb at least one flight of stairs.
- ❖ Able to perform meal preparation and perform or supervise routine household cleaning.

- ❖ Able to provide visual and auditory supervision of residential clients.
- ❖ Able to accurately read, record and interpret information and complete written documentation that meets contract and program guidelines.
- ❖ Able to remain calm and emotionally available in an environment serving youth who require a high level of supervision and redirection from staff.
- ❖ 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 deescalate 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 stay awake and alert throughout assigned shift.
- ❖ Manual/physical dexterity allowing for performance of routine office and household tasks such as phone use, copying, filing, computer use, writing, bending, reaching, food preparation, etc.
- ❖ Able to occasionally lift and carry supplies and groceries that could weigh 20# or more.

**OTHER REQUIREMENTS OF THE POSITION:**

- ❖ Personal transportation and a driving record which permits coverage under the corporate auto liability policy, may be required. If driving a personal vehicle, must provide proof of auto liability insurance (\$100,000/\$300,000 strongly recommended) and maintain a valid driver's license for state or residency. All employees driving for work purposes, regardless of whether a personal vehicle or agency vehicle and regardless of whether with or without clients, must first complete organization's driving approval process before driving.
- ❖ First-Aid/CPR Certification
- ❖ Food Handler's Certification
- ❖ Must pass criminal history clearance
- ❖ Must obtain National Provider Identification Number through the National Plan & Provider Enumeration System.
- ❖ Bloodborne pathogen training required and provided first day of employment. Must attend annual updated training thereafter.
- ❖ Must complete Mandatory Abuse Training within the first 30 days of employment and annually thereafter.

**Working Conditions:**

- ❖ Position requires working with a variety of individuals, including clients and/or their families that could be emotionally unstable and volatile.
- ❖ Potential exposure to communicable diseases which can encompass a variety of illnesses and infections, including the common cold, flu, tuberculosis, Hepatitis, infections meningitis, and HIV.
- ❖ May require flexibility in scheduling and overtime, including weekend, overnight and/or holidays.

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