



INTERNAL POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE: Substitute Crisis Intake Specialist I  
PROGRAM: Juvenile Reception Center  
OPENING DATE: 4/11/2017  
CLOSING DATE: Open until filled  
HOURS/WEEK: See below  
STATUS: Temporary, Non-benefit-eligible, Non-exempt

SCHEDULE: work on an as-needed, sporadic basis to provide coverage for “regular” staff who are unavailable to work for a variety of reasons. Because of the sporadic nature of substitute positions, flexibility in availability is necessary, as is availability to work overnight shifts.

WAGE/BENEFITS: \$11.00 per hour. Ineligible for benefits except as required by law.

TO APPLY: Submit a resume and cover letter to Susan Criswell, c/o 738 NE Davis St., Portland, OR 97232 or by e-mail to [scriswell@janusyouth.org](mailto:scriswell@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 positions provide referral, initial case coordination and advocacy for youth accessing the runaway and homeless youth system as well as youth referred by police. The Substitute Crisis Intake Specialist provides initial screening to determine eligibility for services and refer youth to appropriate agency. As part of the initial screening, the Crisis Intake Specialist will ensure youth follow-through with referral by escorting youth or requesting staff assistance from referral agency.

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 social service field or equivalent education, training and experience working with adolescents and families is required.
- A minimum of one year experience in a setting requiring the identification and assessment of the needs of adolescents preferred.
- Must value working in a multicultural/diverse environment.
- Preference may be extended to current employees of Janus Youth Programs, Inc.

Required Abilities:

- Must value working in a multicultural/diverse environment.
- Bi-lingual skills (Spanish) preferred.
- Ability to work effectively in a team-dependent environment and to act on the agenda of the program.
- Ability to effectively problem-solve, exercise independent judgment in matters of

significance and within program guidelines, and respond to crisis situations.

- Ability to exercise tact, discretion, and judgment in working with a variety of people.
- Ability to effectively monitor safety and demonstrate group management skills and effectively de-escalate potentially chaotic or volatile situations.
- Ability to stay calm and emotionally available in an environment serving at-risk and troubled adolescents
- Ability to accurately read, record, and interpret information.
- Ability to provide auditory and visual supervision of staff and clients.
- Ability to effectively communicate, both orally and in writing, and present information to a variety of community groups in a public-speaking format.
- Ability to regularly attend and be punctual for scheduled work commitments and be in a condition suitable for assuming responsibilities of position.
- Manual/physical dexterity allowing for performance of routine office functions such as phone use, computer use, faxing, filing, copying, etc.

**OTHER REQUIREMENTS OF THE POSITION:**

- Position involves driving for work purposes and requires a valid driver's license for state of residency and ability to meet corporate auto liability insurance requirements. If driving a personal vehicle for work purposes must have and maintain personal auto liability insurance (\$100,000/\$300,000 levels highly recommended). All employees driving for work purposes, whether driving a Janus or personal vehicle, must complete the agency's driving approval process before driving for work.
- Must pass criminal history check
- Standard first-aid/CPR Certification

**Working Conditions:**

- May involve exposure to communicable diseases, which can encompass a variety of infections and illnesses, including the common cold, flu, TB, Hepatitis, and HIV.
- May involve exposure to upset, angry, severely traumatized or emotionally troubled children, adolescent and families.
- May require flexibility in scheduling and duties.

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