



## INTERNAL POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Substitute Residential Counselor
PROGRAM:	Garfield House
OPENING DATE:	April 11, 2017
CLOSING DATE:	Open until filled
HOURS/WEEK:	See below
STATUS:	Temporary, Non-benefit-eligible, Non-exempt

**SCHEDULE:** Substitute Residential Counselors work on an as-needed, sporadic basis to fill shifts that are available due to staff absences or temporary vacancies. The program is staffed 24/7 so flexibility in availability to cover a wide variety of shifts, including overnights, weekends and holidays, is strongly desired. In accordance with Agency policy, a Substitute Worker who does not work for 6 consecutive months will no longer be considered an active employee and will need to be rehired before resuming work.

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

**TO APPLY:** Submit a resume and cover letter to Sylvia Spencer, c/o 738 NE Davis St., Portland, OR 97232 or by e-mail to [sspencer@janusyouth.org](mailto:sspencer@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 Substitute Residential Counselor is a temporary position providing relief coverage for a program within the organization. This position oversees the day-to-day operation of our shelter facility. The position provides individualized youth care, planning, supervision of daily routine, individual and group counseling, crisis intervention, and close intensive supervision of clients. Residential Counselors participate in team decisions regarding treatment of clients and issues related to facility operation.

**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:

- Prior experience working with adolescents in a residential treatment setting preferred.
- Advanced education, training, and experience are preferred to effectively conduct the responsibilities of the position.
- Preference may be extended to current employees of Janus Youth Programs, Inc.

Required Abilities:

- Must value working in a multicultural/diverse environment.
- Ability to work effectively in the following areas: Cultural diversity: team-dependent models; crisis management; systemic theory; strength based theoretical orientation; adolescent development; and family reunification. Ability to work effectively may be demonstrated through academic experience, job experience, references, and interview answers.
- Extensive exercise of independent and team coordinated discretion and judgment.
- Ability to work effectively as a team member and within a team-dependent environment.
- Openness to feedback and supervision.
- Ability to climb at least two flights of stairs.

- Ability to walk at least one mile in order to accompany youth on outings.
- Ability to accurately read, record, and interpret information.
- Ability to communicate effectively, both orally and in writing.
- Ability to provide visual and auditory supervision of clients.
- Ability to stay calm, alert, and emotionally available in an environment serving adolescents.
- Ability to perform and/or supervise routine household task (cleaning, cooking, emptying trash)
- Ability to exercise tact, discretion & 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 stay awake and alert throughout assigned shift.
- Ability to regularly attend scheduled shifts and meetings, be punctual for all shifts and meetings, and be in a condition suitable for assuming the responsibilities of the position.
- Manual/physical dexterity allowing for performance of routine office and household tasks, such as phone use, computer use, faxing, copying, filing, bending, lifting, etc.

#### OTHER REQUIREMENTS OF THE POSITION:

- Drives agency van and/or personal vehicle to transport clients. If driving a personal vehicle for work purposes must have and maintain valid driver's license for state of residency, personal auto liability coverage (\$100,000/\$300,000 levels strongly recommended), and have a driving record meeting corporate driving requirements. All employees driving for work purposes, regardless of whether driving a personal or agency vehicle, must complete the agency's driving approval process before driving.
- Blood borne Pathogens training is required on first day of employment.
- Provides emergency first-aid, as needed, and maintains a current standard first-aid/CPR certification. (note: must have before being alone with a youth or temporarily the only staff in charge of one or more youth)
- Must pass criminal history check.
- Obtain valid "Food Handler's" card within 5 days of hire.

#### Working Conditions:

- May involve exposure to communicable diseases, which can encompass a variety of infections illnesses, including the common cold, flu, TB, Hepatitis, Infectious Meningitis, and HIV.
- May involve exposure to upset, angry, severely traumatized or emotionally disturbed children, adolescents and families.
- Position works on a shift basis and may require flexible scheduling and time in excess of routine schedule.

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