



## POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE: Substitute Care and Support Specialist  
PROGRAM: Bridge House  
OPENING DATE: December 2, 2016  
CLOSE DATE: Open Until Filled  
HOURS/WEEK: TBD

**SCHEDULE:** Substitute workers work on an as-needed, sporadic basis to fill in for regular staff who are unable to work due to vacations, illnesses, trainings, etc., and for short-term vacancies.

**WAGE/BENEFITS:** \$12.25/hour; ineligible for benefits except as required by law.

**TO APPLY:** Please submit cover letter and updated resume to Pete Lewis at [plewis@janusyouth.org](mailto:plewis@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:** Substitute workers requires extensive flexibility and availability in order to provide relief coverage for a variety of shifts, particularly overnights, during both the week and on weekends. The position provides security, supervision and crisis management at both the downtown shelters and at a transitional living residence. The primary responsibility is to provide a safe, secure, nurturing environment, and guidance for residents/guests who traditionally have been reluctant to access services.

**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 high-risk adolescents, especially knowledge of issues impacting homeless/street dependent youth, preferred.

### REQUIRED ABILITIES:

- Ability to work effectively in the following areas: Cultural diversity, team-dependent models; crisis management; systematic theory; Community Youth Development approach; and adolescent development. Ability to work effectively may be demonstrated through academic experience, job experience, references, and interview answers.
- Genuine concern for young people and the ability to treat all people with dignity and respect, and openness to learning and implementing a Positive Youth Development approach to youth work.
- Must value working in a multicultural/diverse environment.
- A commitment to on-going training and a willingness to receive and act upon feedback.
- Ability to climb at least two flights of stairs.
- Ability to stay awake and alert throughout entire assigned shift.

- Ability to accurately read, record, and interpret information and maintain paper and computerized information.
- Ability to provide visual and auditory supervision of program and youth.
- Ability to communicate effectively verbally with a broad variety of people, including staff, supervisors and management.
- Ability to stay calm and emotionally available in an environment serving at-risk and troubled youth.
- Ability to exercise independent discretion and judgment within program guidelines.
- 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 de-escalate 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 problem solve, exercise independent judgment within program guidelines, and respond to crisis situations.
- Manual dexterity allowing use of computer keyboard.

#### OTHER REQUIREMENTS:

- Driving is not normally required for this position. However, individuals who do drive for work purposes must have and maintain a valid driver's license for state of residency and a driving record permitting coverage under corporate liability policy. Individuals who drive a personal vehicle for work purposes must also have and maintain personal auto liability coverage (\$100,000/\$300,000 levels strongly recommended). All employees driving for work purposes, whether driving a personal or agency vehicle, must complete the agency's driving approval process before driving.
- Bloodborne Pathogens training is required on first day of employment.
- Provides emergency first-aid, as needed, and maintains a current standard first-aid/CPR certification.
- TB test within 30 days of employment.
- Must pass criminal history check.