



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE: Substitute Skills Trainers  
PROGRAM: Cordero Residential Treatment Program  
OPENING DATE: July 11, 2017  
CLOSING DATE: Open Until Filled  
HOURS/WEEK: Variable  
STATUS: On-call, Not Eligible for Benefits, non-exempt

**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. Seeking individuals available for 8-10 hour shifts which includes day, swing, overnight and week-end hours.

**WAGE/BENEFITS:** Beginning wage is \$11.25/hour. Ineligible for benefits except for those required by law.

**TO APPLY:** Submit a resume and cover letter to Michelle Knowles, c/o Janus Youth Programs, 707 NE Couch St., Portland, OR 97232, or e-mail to [mknowles@janusyouth.org](mailto:mknowles@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.

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**SUMMARY:** The Substitute Skills Trainer works on a sporadic, as-needed basis to fill in for regular staff who are unavailable. There is often a specific need for those available to work overnight shifts. The position is responsible for providing ongoing supervision and care for male adolescents. This position assists in the evaluation of children served by DHS and/or the Oregon Youth Authority through the provision of individual and group skills training, family coaching, 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 shelter evaluation facility. The position provides quality youth care and close intensive supervision of male delinquent 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 in a related field or two years' experience is preferred. In addition to education, we consider organizational skills, teamwork capabilities, training, and life experience.

Required Abilities:

- 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 work effectively may be demonstrated

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- Ability to effectively monitor safety and demonstrate group management skills and effectively deescalate potentially chaotic or volatile situations. Ability to provide visual and auditory supervision of residential clients; ability to stay calm, alert, and emotionally available in an environment serving youth who require a high level of supervision and redirection from staff.; ability to perform meal preparation and perform or supervise routine household cleaning.
- Ability to maintain appropriate professional boundaries in working with others and in handling confidential information. Ability to work effectively in a team-dependent environment and to act on the agenda of the program; ability to exercise tact, discretion & judgment in working with a variety of people; openness to feedback and supervision.
- Ability to communicate effectively orally and in writing with a broad variety of people, including clients, staff, supervisors and management.; Able to accurately read, record and interpret information and complete written documentation that meets contract and program guidelines.
- 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.
- 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 lift and carry supplies and groceries that could weigh as much as 20 pounds. Manual/Physical dexterity allowing for performance of routine office functions and household-type tasks such as phone use, computer use, filing, faxing, copying, cooking, cleaning, etc.

#### OTHER REQUIREMENTS OF THE POSITION:

- If driving a personal vehicle, must provide proof of auto liability insurance and maintain a valid driver's license for state or residency. If driving personal auto for work purposes must maintain personal auto liability coverage (\$100,000/\$300,000 level strongly recommended). All employees driving for work purposes, whether an agency vehicle or personal vehicle, must complete the agency's driving approval process before driving.
- Must pass criminal history check
- Blood borne pathogen training required and provided first day of employment. Must attend annual updated training.
- Standard First-Aid and CPR Certification
- Food Handler's Certification.
- Must complete Mandatory Abuse Training within the first 30 days and annually thereafter.
- Must obtain National Provider Identification Number through the National Plan & Provider Enumeration System.
- Flexibility in scheduling and ability to work a variety of schedules and on short notice.

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