



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Substitute Youth Care Specialist
PROGRAM:	Oak Bridge
OPENING DATE:	August 2, 2017
CLOSING DATE:	Open Until Filled
HOURS/WEEK:	See below
STATUS:	Temporary/non-benefit eligible/ non-exempt

SCHEDULE: To Be Determined

WAGE/BENEFITS: Beginning rate of pay is \$11.75/hour. Ineligible for benefits except as required by law.

TO APPLY: Please submit cover letter and resume to Alaire deSalvo at adesalvo@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!

Summary:

Substitute Workers work on an as-needed basis to provide coverage for staff absences or during temporary vacancies. Substitute Workers are expected to keep their supervisor(s) informed of their availability and any changes in their availability and are expected to respond to requests to fill shifts according to work-site policy and/or procedures. Substitute Workers who do not work for six consecutive months are normally removed from the substitute list and must go through a re-hire process before resuming employment.

Because coverage is provided in a facility open 24/7, it is important that Substitute Workers are flexible in terms of their availability, particularly in terms of providing coverage during overnight, weekend and holiday hours.

Substitute Youth Care Specialists oversee the day-to-day and/or overnight operation of the facility. The position provides a variety of services which may include individualized youth care, planning, supervision of daily and/or nightly routines, individual and group counseling, crisis intervention to high risk youth and their family-like support, and behavior management. The position provides close, intensive supervision to youth and may involve working with community service providers to facilitate connection and referrals to youth and family-like support with other community agencies, juvenile court, and other support services.

QUALIFICATIONS:

- At least 50% of the youth care staff must have a Bachelor's Degree OR at least 2 years of college and one year of work in a residential care program for adolescents; relevant experience may be substituted for education on a year-for-year basis. A Bachelor's Degree in behavioral or social science may substitute for experience.
- Those not meeting requirement (A), above, must have a high school diploma or GED AND one of the following:
 - One year of successful experience working with youth in a group setting;
 - One year of successful experience as a foster parent for 3 or more children;
 - Two years of college

REQUIRED ABILITIES

- Ability to work effectively in the following area: Cultural diversity; team-dependent models; crisis management; strength based orientation; adolescent youth development; family-like support

reunification or involvement. Ability to work effectively may be demonstrated through academic experience, job experience, references, and interview answers.

- Able to accurately read, record and interpret information.
- Able to provide visual and auditory supervision of clients.
- Able to stay awake and alert throughout assigned shift.
- Able to stay calm and emotionally available in an environment serving high-risk youth.
- Able to communicate effectively in English, both orally and in writing.
- 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.
- Able to effectively monitor safety and demonstrate group management skills and de-escalate potentially chaotic and/or volatile situations.
- Able to regularly attend scheduled shifts, be punctual for scheduled shifts and meetings, and be in a condition suitable for assuming responsibilities of position.
- Physical and manual dexterity allowing for performance of routine office functions such as phone use, computer use, filing, faxing, note taking/logging, and copying.

Other Requirements:

- Washington residency preferred.
- 21 years of age or older per Washington State contract requirements.
- Ability to meet Agency's driving requirements is strongly preferred since day and swing-shift positions require driving an Agency vehicle. To be approved to drive for work purposes, employees must have a valid driver's license for State of residency and have a driving record that meets the Agency's driving approval criteria as established with our insurer. If driving a personal vehicle for work purposes must also have and maintain valid personal auto liability coverage (\$100,000/\$300,000 level highly recommended). All employees who drive for work purposes, regardless of whether driving a personal or agency vehicle and regardless of whether driving with or without clients, are required to complete the agency's driving approval process before driving for work.
- Maintain current CPR/1st Aid certification.
- Food Handler's card.
- TB clearance required.

Working Conditions:

- May involve exposure to communicable diseases which can encompass a variety of infections and illnesses including the common cold, flu, TB, Hepatitis, Meningitis and HIV.
- May involve exposure to angry, upset, severely traumatized or emotionally troubled adolescents, children, and/or families.
- Scheduling may require flexible hours and time in excess of routine schedule, including nights, weekends, holidays.
- Youth Care Specialists will typically be hired to work primarily at either Oak Grove or Oak Bridge Youth Shelters but will cross-train at both sites and may be required to work at either or both sites on a routine or occasional basis.

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