



POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Transition Facilitator
PROGRAM:	Annex I
OPENING DATE:	April 19, 2017
CLOSING DATE:	Open until filled
HOURS/WEEK:	40
STATUS:	Regular/Benefitted/Non-Exempt

SCHEDULE: 5 - 8 hour shifts per week; schedule to be determined

WAGE/BENEFITS: \$15.23 per hour. Position is eligible for full benefits. Janus offers an excellent benefits program including medical, dental, life & long-term disability insurance; EAP; 401(k) and paid time off (varied eligibility waiting periods apply). Voluntary optional coverages are also available.

TO APPLY: Submit a resume and cover letter to John Weigel, c/o 707 NE Couch St., Portland, OR 97232 or by e-mail to [jweigel@janusyouth.org](mailto:jweigel@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 Transition Facilitator is responsible for carrying out the daily routines of an independent living program for males, ages 18-24, who are re-entering the community from a structured residential setting and for providing case management services to assigned youth. The position is responsible for assessing Independent Living Skills Levels for all clients entering the program, as well as coordinating the delivery of this work, to include working with the team to identify the appropriate packet work and to assist the client in achieving mastery of independent skills.

This position is also responsible skill development and crisis intervention for up to 8 clients at any given time. It will monitor and follow through with clients regarding their case plans, in part through the delegation of tasks to Mentors. This could include crisis management while still covering the floor and attending to the safety of other clients as well as tracking community clients all at the same time. Therefore it requires extensive exercise of independent direction and judgment as the Annex is primarily a single coverage program

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 mental health, social work, juvenile justice, or closely allied field, and two years' experience working with at risk youth is required
- Experience working in a residential setting or with clients served by Oregon Youth Authority required. (Preferred experience at Annex 1 or Annex 2 or Buckman House).
- Preference may be extended to current employees of Janus Youth Programs, Inc.
- Must value working in a multicultural/diverse environment.

Required Abilities:

- Ability to work effectively and act on the agenda of the program.
- Ability to problem solve, exercise independent judgment 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 effectively de-escalate potentially chaotic or volatile situations.
- Ability to remain calm and emotionally available in an environment that serves at-risk and troubled adolescents
- Ability to regularly attend scheduled shift, be punctual for scheduled shift and meetings, and be in a condition suitable for assuming responsibilities of the position.
- Ability to accurately read, record, interpret and convey information accurately.
- Ability to communicate effectively with a wide range of individuals, including clients, management, parole officers, and community partners.
- Ability to climb at least 2 flights of stairs.
- Ability to provide visual and auditory supervision of clients.
- Ability to escort and supervise clients in the community which may require standing and walking up to an hour at one time.
- Ability to accurately record and log necessary information, including outcome of client meetings and planning sessions, incident reports, communication logs, etc.
- Ability to direct clients to resource groups in the community for assistance.
- Ability to problem solve while keeping in mind the best interest and welfare of the client.
- Ability to stay awake and alert throughout assigned shift.
- Ability to accurately type/keyboard 40-45 words per minute.
- Ability to effectively utilize computer software, including Word, Excel and PowerPoint.
- Manual/Physical dexterity allowing for performance of routine office and household functions (i.e, phone use, filing, faxing, copying, computer use, teaching chores, house cleaning, etc.).

#### OTHER REQUIREMENTS:

- Must pass criminal history clearance.
- Bloodborne Pathogen training required (and provided) on first day of employment and annually thereafter.
- Standard First-Aid/CPR
- Personal transportation allowing for travel within the Portland metropolitan area and transport of clients is required. If driving a personal vehicle for work must have a valid driver's license for state of residency, have personal auto liability coverage (\$100,000/\$300,000 levels strongly recommended), and have a driving record that permits coverage under the corporate auto liability policy. All employees who drive for work purposes, whether driving a personal or Janus vehicle, must complete the agency's driving approval process before driving for work

#### WORKING CONDITIONS:

- May involve exposure to communicable diseases, including a variety of illnesses and infections such as the common cold, TB, Hepatitis, flu, meningitis, and HIV.
- May involve exposure to upset, angry, severely traumatized or emotionally disturbed children, adolescents and families.
- Position may require some overtime, including evening and weekend hours.
- Position may require working and providing services at a location other than the primary location such as clients' apartments, homes or restaurants and cafes. As a result, worker may find themselves exposed to conditions not typically found in a residential setting or within the control of employer (i.e., second-hand smoke, varying hygiene practices, etc.).

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