



POSITION ANNOUNCEMENT – INTERNAL ONLY – PLEASE POST

POSITION TITLE: Program Coordinator
PROGRAM: Washington Services with Youth
OPENING DATE: February 9, 2018
CLOSING DATE: February 16, 2018
HOURS/WEEK: 36
STATUS: Non-Exempt; Benefitted

SCHEDULE: 36 hours per week, but may flex between 32 and 40 hours as needed. Typically days will be Monday through Friday business hours plus additional hours for staff meetings and supervision. However, this schedule may be adjusted according to the needs of the program.

WAGE/BENEFITS: \$18.00 per hour. 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 Alaire DeSalvo c/o 707 NE Couch St, Portland, OR 97232, by e-mail to adesalvo@janusyouth.org or through [Paycom](#). Position is open to current Janus employees only and closes 2/16/2018 at 5pm.

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: The Program Coordinator is responsible for providing administrative and programmatic support to each of Janus' Washington programs. This includes managing compliance with program contracts and licensure; overseeing data quality; assisting with procurement of funding and donations; managing identified budget items (e.g. petty cash and restricted funds); record keeping; providing outreach and shelter coverage as needed; and providing on-call support. The position functions as a program and community liaison, representing Janus' Washington programs, and working closely with community partners, funders, and Janus staff.

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 social science field strongly preferred.
- Minimum of three years' experience working with programs or services that support young people or marginalized groups.
- Experience with data entry and data quality assurance required; experience with HMIS preferred.
- Experience presenting information to groups in an organized, well thought out and confident manner.
- Knowledge of local service systems.
- Preference may be extended to current employees of Janus Youth Programs, Inc.

REQUIRED ABILITIES:

- Must value working in a multi-cultural/diverse environment.
- Commitment to the principles of Positive Youth Development, Trauma Informed Care, and Harm Reduction, as well as to ongoing training.
- Genuine concern for young people, and the ability to treat all people with dignity and respect.
- Strong time management and organizational skills, including prioritizing tasks, handling multiple tasks effectively, attention to detail, and ability to meet critical deadlines.
- Ability to work effectively as part of a team-dependent management process, and to provide leadership and support in a manner that models motivation, inspiration and respect.
- Ability to establish and maintain effective professional relationships with a variety of individuals, including management staff, direct care staff, administrative staff, community partners, and youth.
- Ability to exercise tact, discretion, patience, and appropriate professional boundaries in working with others and in handling confidential information.
- Demonstrated ability to problem solve, exercise independent judgment within program guidelines, and respond effectively to crisis situations.
- Willingness to give and receive appropriate and respectful feedback.
- Ability to communicate effectively in English, both orally and in writing, and to give oral and written instructions.
- Ability to present information effectively in front of small and large groups.
- Ability to accurately read, record, and interpret information using computerized and paper systems.
- Ability to regularly attend and be punctual for scheduled work commitments and meetings, and be in a condition suitable for assuming responsibilities of position.
- Ability to answer 24/7 on-call phone in a timely manner.
- Ability to cover day, swing, and overnight shifts during on-call rotation.
- Ability to climb at least two (2) flights of stairs.
- Ability to walk for extended periods, including regular exposure to inclement weather.
- Ability to carry an outreach bag weighing approximately 20 pounds.
- Demonstrated knowledge of modern computer systems and applications, including Windows and Microsoft Office (Excel, Word, PowerPoint).
- Manual/physical dexterity allowing for performance of routine office functions such as copying, faxing, phone use, filing, computer entry, etc.

OTHER REQUIREMENTS:

- Driving is required; must have personal transportation allowing for travel within Clark, Cowlitz and Multnomah Counties in a timely manner. All employees who drive for work purposes must have and maintain a valid driver's license for state of residency, have a driving record that permits coverage under the corporate auto liability policy, and complete the agency's driving approval process before driving for work. If driving a personal vehicle for work purposes drivers must also have personal auto liability coverage (\$100,000/\$300,000 levels strongly recommended). Employees are not to drive for work purposes until they have received written authorization to do so.
- Bloodborne Pathogens training is required on first day of employment and annually thereafter.
- Must complete Mandatory Abuse Training within the first 30 days of employment and annually thereafter.
- Provides emergency first-aid, as needed, and must have and maintain standard first-aid/CPR certification.
- Must pass criminal history background check.
- TB clearance.

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, adults, and families.
- May Exposure to people who are severely drug affected, and those with severe persistent mental health issues.
- May require working and providing services at locations other than program site (i.e., restaurant, café, clients' apartments, etc.) and may, therefore, be exposed to environments not under agency control (i.e., second-hand smoke, varying hygiene practices, etc.). Includes outdoor work in a "street" environment, as well as shelter/residential environments in which youth may be in crisis.
- This position typically works Monday-Friday business hours, but requires flexibility in scheduling, including occasional weekend/evening hours and provision of 24/7 on-call support on a rotational basis.

This position description is intended to give the reader a general idea of the overall purpose and the main activities and responsibilities that are intrinsic to this position. While this description is intended to be representative, it is not intended to be limiting.

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WWW.JANUSYOUTH.ORG

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We appreciate your interest in working with our agency. You currently do not meet the requirements needed for this position but we encourage you to visit our employment page to view other available positions that you might be interested in.

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