

**THE NEXT DOOR
POSITION OPENING**

**Temporary Skills Trainer
Treatment Services**

Worksite Location: Office location Hood River- Community work locations vary

Work Schedule: Part Time up to 25 hours per week

Salary Range: \$13.50 hour

Reports to: Community Attention Home Case Manager/Supervisor

The Next Door places a high value on creating an enjoyable work place. This position has a flexible schedule that may include evening and weekend hours.

Purpose of Position: Work with elementary school to pre-teen youth to teach them social and emotional skills. Transport clients, supervise groups and individuals and provide other support services necessary for the program.

Summary of Essential Job Functions:

- Direct Service
 - Work one-on-one with youth to provide life skills instruction in a community setting
 - Identify and anticipate possible behavior issues and problem resolve conflicts
 - Assist in crisis intervention, Instruct, supervise and participate with youth in daily education, social and emotional skill training, work, recreational or community activities
- Documentation
 - Document activities and behavioral observations
 - Prepare incident reports
 - Prepare other documentation as required
- Collaboration
 - Assist other staff with providing and documenting skill development activities
 - Work with community partners to develop service delivery plans
 - Special projects as assigned

Core Competencies Required:

- Uses initiative and acts independently in new as well as in everyday situations
- Works productively while providing quality work, free of errors or mistakes
- Excellent organizational skills; detail-oriented; follows through; and meets deadlines
- Knowledge of techniques, processes, procedures, equipment and materials required to do the job
- Dependable, reliable, trustworthy and persistent
- Good interpersonal skills to effectively accomplish tasks by working with others; delivers solutions that enhance/leverage the value of their contributions; creates work processes to achieve more effective results; proposes new solutions to complex problems
- Good technical skills and competent use of computer programs and software
- Flexible and uses good judgment when responding to change, staying open to new possibilities

Other Competencies and Skills Required:

- Must have reasonable knowledge of human behavior, child growth and development, and appropriate relationships
- Ability to communicate effectively in both oral and written form, providing practical advice and guidance to elementary school to pre-teen youth
- Maintain order, discipline and safety; by acting firmly and fairly, remaining calm and using good judgment during confrontational or high pressure situations

Education and Experience Required:

- High School Diploma or equivalent

Education and Experience Preferred:

- Associate's or bachelor's degree

Physical Demands of Position:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to be able to:

- Talk, hear, stand, walk, and reach
- Type, sitting or standing behind a computer, for several hours at a time
- Lift materials/equipment weighing up to 30 pounds.
- Operate general office equipment
- Use laptop, cell phone and/or other mobile device to exchange information within remote travel areas

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

The Next Door is an Equal Opportunity Employer, one that appreciates differences and creates opportunities for staff to interact with people who do not look like, talk like, think like, believe like, act like, or live like they do.

Application Instructions:

We request you go to www.nextdoorinc.org to complete employment application and EEO data form. Submit both documents along with cover letter and resume to recruitment@nextdoorinc.org or mail to The Next Door, 965 Tucker Rd, Hood River, OR 97031 or fax to 541-386-5440.