



Mission...

Build a better future for youth and families by helping them navigate the challenges of childhood, adolescence and young adulthood.

Values...

We are dedicated to:

- *Providing quality services to all of our clients, regardless of their age, gender, race, color, religion, creed, political beliefs, national origin, ancestry, sexual orientation, marital status, mental or physical disabilities, or ability to pay.*
- *Showing sensitivity and caring;*
- *Being accountable and responsive; and*
- *Pursuing professional excellence and offering a fulfilling work experience and professional development for our staff.*

LOOKING GLASS JOB DESCRIPTION

POSITION: Individual Aide	POSTED: January 2012
PROGRAM: Center Point School	SALARY: \$10.00
REPORTS TO: Education Supervisor	FTE: 1.0
SUPERVISES: N/A	EXEMPT: No

OVERVIEW OF RESPONSIBILITIES:

The Individual Aide is responsible for the provision of effective, quality social skill development, educational assistance, behavioral management, and supervision of assigned clients within the milieu.

QUALIFICATIONS:

1. **Education:** Bachelor's degree in a social service related field or a combination of three years of relevant work, education, training or experience.
2. **Certification(s):** N/A
3. **Experience:** One-year experience or additional education with adolescents within the social services, juvenile justice or educational systems.
4. **Availability:** Monday-Friday, 8:30 – 4:30.
5. **Driver's License:** Valid in Oregon, acceptable record, and insurability under Agency's auto insurance.
6. Own transportation.
7. Ability to stand and walk for long periods of time.
8. Ability to work effectively as a member of an integrated team.
9. Ability to relate effectively with youth, parents, community, and referral sources.
10. Ability to work in an unstructured, sometimes stressful environment, and maintain a positive mental attitude.
11. Good communication skills -- written and verbal.
12. Computer experience and ability to use Email, Intranet, and Internet.
13. Cultural sensitivity and experience working with people from diverse cultural backgrounds.
14. Ability to maintain confidentiality.
15. Professional appearance appropriate to the position.
16. Commitment to Looking Glass Mission and Values.

PREFERRED:

1. Familiarity with emotional and behavior disorders and fundamentals of behavior management.
2. Knowledge of developmental issues of children and adolescents.

SPECIFIC DUTIES:

1. Provides social skill development, behavior management, support and supervision of an assigned client(s) as he/she moves through the daily structure of the program.
2. Provides case management services when necessary to promote goal attainment.
3. Documents interventions and activities in accordance with program standards and expectations.
4. Coordinates treatment and education with all program staff.
5. Meets with supervisor for clinical and administrative supervision as needed.
6. Attends meetings as directed.
7. Follows escalated clients off premises as needed.
8. Completes other duties as assigned.

PROUD OF OUR DIVERSITY