



# Native American Youth and Family Center

5135 NE Columbia Boulevard, Portland, Oregon 97218  
P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

## Position Description – *Resource Navigator Coach*

<b>Position:</b>	<b>Resource Navigator Coach</b>
<b>Department/Program:</b>	Employment, Housing and Community Development
<b>Compensation:</b>	Starting rate is \$15.00 to \$18.00 and 64 hours vacation 1 <sup>st</sup> year, 96 hours vacation 2 <sup>nd</sup> year, 77 hours sick, 10 holidays, medical/dental/vision, Section 125 Cafeteria Plan Flexible Spending Account, Life Insurance and 401k after 1 yr. employment.
<b>Employment Status:</b>	Part-time, 32 hours per week, non-exempt
<b>Hours:</b>	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	No supervisory requirements.
<b>Reports To:</b>	Community Economic Development Program Coordinator.
<b>Job Location:</b>	Portland, OR.

**Position Description:** This position is part of the Employment, Housing and Community Development Department. Under the direction of the Community Economic Development Program Coordinator and will work in collaboration with other agency programs to facilitate youth asset building efforts by increasing self esteem, self reliance, and forging the skills necessary for successful independent living. Focusing on economic security and connection to community through the individual development account (IDA) program. This position is expected to maintain a high standard of professionalism, confidentiality, and esteem building interactions with clients, staff, and agency partners in accordance with NAYA Family Center's personnel policies. This position requires carrying a caseload of young adults; working within a team that fosters positive transitions and outcomes for participants; and determining eligibility for entering the IDA savings program based on each individual's financial situation and economic independence goals (75%). The balance of the time the position is performing general administrative duties (25%) including monitoring progress of IDA participants toward their goals.

### Essential Functions:

- Work one-on-one with future young adult IDA accountholders including one-on-one orientations with new IDA clients to ensure understanding of the program requirements. Assist participants in opening and maintaining savings plan agreements, accounts and maintain regular contact with all IDA clients.
- Maintain daily operations of the Individual Development Account (IDA) Program ensuring that all staff involved are knowledgeable about current policies and procedures. Meet or exceed required program goals and outcomes.
- Maintain clear records and financial tracking for IDA accountholders, review monthly data reports for accuracy, and process ongoing client statements monthly. Ensure data accuracy and assist with gathering information.
- Coordinate with other NAYA Family Center programs and other referral agencies or community resources, identify and secure client community resources, maximizing client assistance based on eligibility, specifically with social service resources.
- Market program to target client base and meet or exceed program outcomes.
- Track participant progress using agency database and Outcome Tracker, and develop creative ways for participants to practice and strengthen their independent living skills.
- Provide case management services to young adults in accordance with agency policy and procedures.
- Disburse client assistance funds by tracking program progress and completed program activity in compliance with funding source and program priorities.
- Coordinate with staff to provide required educational trainings, assessments, and program engagement.
- Develop individual and collective performance objectives for clients documenting, monitoring and evaluating the key indicators of success for program participants, identifying solutions to barriers to economic independence. Ability to create successful client benchmarks.
- Demonstrate modeling behavior and participatory leadership while fostering community leadership.

**Additional Requirements:**

- NAYA Family Center is a team and community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team, participate actively in cross-departmental NAYA team projects and to contribute to fostering a safe and secure environment for community members and staff..
- Participate in general staff meetings and trainings as requested.
- Other duties as assigned by Community Economic Development Program Coordinator.

**Qualifications and Skills:**

- Two (2) years experience in human services with low income and culturally diverse populations
- Knowledge of current issues affecting urban Native youth and expertise in working with families and multiple issues
- Positive demeanor, enthusiasm and commitment to service, and with the ability to deal with different people and situations appropriately, including knowledge of how to get accurate information to clients.
- Proficient with the use of computers, including the Internet
- Excellent verbal and written communication skills along with the ability to actively listen and problem solve. Ability to manage multiple events/programs and multitask.
- Ability to work as a team member with EHCD staff and other NAYA staff, community volunteers and program participants.
- Ability to work with diverse populations, specifically the urban Native population, including knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience.
- Obtain and maintain First Aid/CPR certification.

**Education/Experience:** Bachelors Degree in Social Work or similar field and/or equivalent experience.

**Work Environment:** 80% office/classroom, 20% outside office including travel time.

**Physical Requirements:** Lifting a maximum of 30 pounds, sitting for extended periods of time.

**Equipment Used:** Computer, phone, fax, copy machine.

**Safety Considerations:** Some travel may be required.

**Other Requirements:** Valid Drivers License, successful completion of a background investigation, and must be eligible to be an insured driver under NAYA Family Center's liability insurance policy, and remain so during the course of employment.

**Application Procedures:** Interested candidates should submit a cover letter addressing their qualifications for the position and why they are interested in joining the NAYA Family Center team. Please also enclose a NAYA application and your resume. Applications and the official position description can be obtained online at <http://www.nayapdx.org/about/jobs.php> or by contacting the office.

**Application Deadline:** February 28, 2010.

**Attention:** Incomplete applications will not be considered.

**Please send application materials to:**  
Patrick Eagle Staff, Human Resource Manager  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR. 97218  
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