



## Native American Youth and Family Center

5135 NE Columbia Boulevard | Portland, Oregon 97218

P (503) 288-8177 | F (503) 288-1260 | [www.nayapdx.org](http://www.nayapdx.org)

**The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.**

### Position Description

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|----------------------------|--|
| <b>Position:</b>           | <b>Childcare Provider</b>  |
| <b>Department/Program:</b> | Family Services  |
| <b>Compensation:</b>       | Starts at \$10.00 hourly or commensurate with experience   |
| <b>Benefits:</b>           | There are no benefits associated with this position  |
| <b>Employment Status:</b>  | Temporary (limited duration, not to exceed 1,000 hours), Part-Time, Non-Exempt   |
| <b>Hours:</b>              | General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned; 2-6 hours per week; On-Call. |
| <b>Supervision:</b>        | No supervisory requirements  |
| <b>Reports To:</b>         | Healing Circle Manager   |
| <b>Job Location:</b>       | Portland, OR   |
| <b>Created/Revised:</b>    | March 2014   |

#### Position Description:

The position is responsible for providing childcare to children of clients attending support groups and parenting classes. The time and location of classes may vary based on the associated programming (including Domestic Violence victim support groups, attendees of parenting classes, and events held for foster care children or other clients of NAYA Family Center). Duties include providing children with a range of developmentally appropriate activities, ensuring safety and cleanliness of facilities and equipment, and communicating respectfully with parents and program staff. This position is primarily a direct service position (90%), with the balance of the time (10%) spent performing general administrative tasks and service coordination.

#### Essential Functions:

- Provide high-quality, safe, and supportive childcare for children of clients attending various NAYA Family Center programming
- Plan and implement a wide variety of age and developmentally appropriate activities and curriculum
- Create and nurture protective factors (such as caring relationships, non-violence, cultural sensitivity, and meaningful participation) in each child's environment
- Maintain documentation in a timely, thorough and accurate manner in accordance with agency guidelines and as required by funding sources
  - Gathering basic information
  - Recording attendance
  - Preparing incident reports in response to accidents or other notable/unusual events
- Communicate clearly and professionally with parents and staff members, including:
  - Summarizing individual children's experience during childcare sessions
  - Requesting and delivering feedback or suggestions for changes to childcare sessions

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## **Additional Duties:**

- Other duties as assigned by Healing Circle Manager
- Additional NAYA Family Center Duties:
  - Understand and adhere to confidentiality
  - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
  - Participate in trainings and/or meetings to ensure program outcomes are achieved
  - Represent NAYA with the utmost professionalism at community events and other public relations opportunities
  - Work as an active member of departmental team
  - Participate actively in cross-departmental team projects
  - Contribute to fostering a safe and secure environment for community members and staff

## **Qualifications:**

### Education & Training:

- High School Diploma or equivalent required
  - An equivalent combination of education and experience may be an acceptable substitute
- Knowledge of emergency response procedures
- 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 required

### Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1<sup>st</sup> Aid and Automatic External Defibrillator (AED)

### Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Two (2) years of experience providing childcare required
- Experience working with children who have been exposed to trauma (including domestic violence) strongly preferred

### Skills:

- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
  - Word Processing
  - Email

**Work Environment:** 90% office/classroom, 10% outside office including travel time.

## **Physical Requirements:**

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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

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

**Other Requirements:**

1. Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check)

**Application Procedures:**

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume
3. A completed NAYA Application for Employment Form

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

**Application Deadline:** Open until filled.

**Attention:** Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

**Please send application materials to:**

Karin Hinze, Human Resource Manager  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR 97218  
Fax: (503) 288-1260  
E-mail: [karinh@nayapdx.org](mailto:karinh@nayapdx.org)