



Native American Youth and Family Center

5135 NE Columbia Boulevard | Portland, Oregon 97218

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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

Position:	Family Advocate (OCD)
Department/Program:	Family Services Department
Compensation:	Starts at \$14.00 hourly or commensurate with experience
Benefits:	Most employee benefits are prorated by FTE Percentage, including paid time off, insurance policy contributions, and 401K match. Paid time off includes accruals of sick and vacation hours and paid holidays (see agency Personnel Policy manual). NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
Employment Status:	Regular, Part-Time, 50% Full Time Equivalency, Non-Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Early Learning Manager; Oregon Child Development Coalition (OCD) Family and Health Services Supervisor
Job Location:	Based off-site, with some requirements to report to the main NAYA location, at: Oregon Child Development Center Gresham Head Start Preschool 2727 SE Anderson Road Gresham, OR 97080
Created/Revised:	August 2014/August 2016

Position Description:

The Family Advocate provides case management and advocacy services to preschool-aged children and their families related to health, social services, literacy, and training. Services are provided in accordance with NAYA Family Center and the Oregon Child Development Coalition Head Start performance standards, as well as federal and state regulations. The Family Advocate's duties include planning, implementing, and evaluating parent-related activities with respect to their child's participation in the OCD Oregon Pre-Kindergarten Head Start preschool.

Essential Functions:

- Provide direct health and social services to children and families (through collaboration with program staff) to deliver integrated services, including:
 - Participating in program's recruitment activities
 - Coordinating and facilitating case management meetings
 - Conducting enrollment procedures and identifying and addressing immediate needs
 - Gathering child health and development information and conducting health screenings
 - Conducting home visits
 - Assessing individual family strengths and needs to assist families in setting and achieving goals
 - Coordinating with other staff to support child attendance by following up with families regarding absenteeism
 - Participating in planning and implementing transition activities that support families

NAYA Family Center | Position Description: **Family Advocate (OCDC)**

- Advocate for Head Start children and families, including:
 - Fostering an understanding in the community of the both NAYA and OCDC's mission, goal, objectives and services
 - Participating and encouraging parents to participate in local community advocacy and support networks that provide services to children and families
 - Encouraging and empowering parents to influence the systems of care and social services
- Connect families to needed resources in the community, including:
 - Referring families to community agencies to obtain support and resources where necessary
 - Following up with families to assure satisfaction with services provided by community agencies
- Assist in the planning, implementation and evaluation of parent involvement requirements, including:
 - Participating in the planning and delivery of parent events, such as supporting parent education
 - Encouraging parents to participate in program activities
 - Assisting with limited translation and interpretation for communication related to OCDC services
- Maintain a current and accurate record keeping system, including:
 - Efficiently compiling, documenting, and sorting data related to program services and individual family case management
 - Entering data and running reports (utilizing proprietary database systems) according to necessary due dates and regulations
- Continually apply safety practices in all facets of the performance of duties, including:
 - Complying with NAYA and OCDC safety standards
 - Immediately reporting any unsafe or hazardous working conditions and/or any injury
 - Participating in emergency drills and assisting in the evacuation of children

Additional Duties:

- Other duties as assigned by Foster Care Services Manager or OCDC Family and Health Services Supervisor
- Additional Family Advocate Duties:
 - Provide/dispense medication to sick children as needed
 - Assist OCDC supervisor with approval of enrollment documentation for family and health services
 - Consult with OCDC Family and Health Services Supervisor to develop Care Plans, which ensure needs are met prior to children beginning the program
 - Observe classrooms to ensure the environment is both safe and healthy, and provide trainings to staff members as need to address any classroom safety and/or healthy issues stemming from observations as a follow-up
 - Establish rapport and form partnerships with community agencies to ensure that services and/or resources are obtained to meet child and/or family needs
 - Attend OCDC parent meetings as necessary
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
 - Input data, and maintain NAYA and/or contractually required information database systems to track client information
 - Includes entering client data, assisting and/or preparing periodic reports
 - Database examples include but are not limited to: Efforts to Outcome (ETO), Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
 - 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
- Associates Degree in Health, Social Work/Social Services, Psychology, Sociology, or similar field preferred
 - A combination of equivalent education and experience may be an acceptable substitute
- Demonstrated knowledge of the Head Start system
- Knowledge of local community resources and experience with workforce system and social service agencies, especially with low-income and ethnic minority clientele
- 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), 1st 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
- A minimum of two (2) years of experience working in education, health, and/or social services required
- Experience focused on low-income and culturally diverse populations preferred

Skills:

- Fluency in Spanish language strongly preferred
- Ability to manage and maintain a high-volume caseload of participants efficiently
- Ability to develop positive relationships with children and their families, including skills such as:
 - Listening in a non-judgmental way
 - Using respectful language
 - Being direct and clear as appropriate
 - Avoiding power struggles
 - Honoring client confidentiality
- Communicating effectively with both young people and adults
- Ability to respect and honor cultural and human diversity, including:
 - Exhibiting an awareness of commonalities and differences (such as gender, race, age, culture, ethnicity, class, religion, disability) among youth of diverse backgrounds and shows respect for those of different talents, abilities, sexual orientation and faith
- Building on diversity among and between individuals to strengthen the program community and the community at large
- Serving as a role model for the principles of inclusion and tolerance
- Understanding and respecting culture of youth/families
- Ability to develop and maintain professional and trusting relationships
- Ability to be extremely flexible when managing changing priorities and schedules, without compromising quality of outcomes, ability to complete tasks, or uphold commitments
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
- 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:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

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Work Environment: 70% office/classroom, 30% 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.*

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:

Attn: Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org