



Native American Youth and Family Center

5135 NE Columbia Boulevard | Portland, Oregon 97218

P (503) 288-8177 | F (503) 288-1260 | 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

Position:	Resident Services/Foster Care Support Specialist
Department/Program:	Family Services Department
Compensation:	Starts at \$15.00 hourly or commensurate with experience
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours (see agency Personnel Policy manual for PTO accrual rates). NAYA recognizes 12 paid holidays per calendar year. NAYA also provides medical, dental, vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
Employment Status:	Full-Time (100% FTE), Non-Exempt
Hours:	General working hours are 9am-6pm; however; this position requires the flexibility to work nights and some weekends.
Supervision:	No supervisory requirements
Reports To:	Foster Care Services Manager
Job Location:	Portland, OR
Created/Revised:	10/25/17

Position Description:

Function 1:

The Resident Services Specialist will coordinate the relationships with the internal and external community providers in partnership with the residents of NAYA’s housing units. The frequency and duration of various services will be determined by the needs of those who live in the community, and tracked through a member survey conducted by the Resident Services to track the of the community members, track the number of hours Elders and community members are Volunteering, and track the attendance of the Community to the group’s and activities presented at the housing units, congregate meal service for elderly and disabled residents. Resident Services will facilitate service coordination that establishes important links with providers in the community, which can result in positive community exposure to the residents of the housing units.

Essential Functions:

Resident Services will conduct a Pre/Post survey and track outcomes, coordinate services to be delivered to residence. Review with the residents and assist in establishing connections to the various services which can include but not limited to these examples of services:

- Support groups, groups for Children, Parents and Elders provided by various providers
- Cultural activities to health, health promotion, well-being and connection to community
- Site supervision of student interns and volunteers
- Educational to enhance academic achievement
- College and/or vocational training application process preparation

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- Positive Parenting
- Health & Well-being (healthy eating, exercise)
- Walk with ease/ yoga/ Tai Chi
- Marketing of the housing complex
- Coordinate and document all services and service providers on or off the site related to Resident Services
- Record anticipated outcomes and goals, number of households served

Resident Services will facilitate and maintain a schedule of ongoing activities and utilization of community rooms, meeting rooms and events being scheduled in the common areas of various sites.

Resident Services will connect with NAYA Departments and other community partners for referral information to maintain current services and events with the residents.

Resident Services will be available for 20 Service hours weekly. The Resident Services will post hours for the residents of the Generations to see in plain view.

Resident Services will work in partnership with housing site staff to uphold and maintain the Fair Housing Standards required by law, fulfill resident services requirements of and any required data reporting to Oregon Housing and Community Development and other Project Funders on a monthly, quarterly and annual basis .

Function 2:

The Foster Care Support Specialist is responsible for case management of Native American youth in foster care in both state and tribal out of care systems. Duties center on case management, and include advocacy and attention to the multiple needs of youth in foster care, as well as providing family to relative and foster families raising non-birth children. This position is primarily an Office position (80%), with the balance of the time (20%) spent performing administrative tasks.

Essential Functions:

The Foster Care Support Specialist: Provide a full range of case management services to foster care youth and their families, including:

- Implementing thorough, accurate, and timely client file management techniques (both electronic and paper records management) in compliance with funding sources, strength based interventions, and priorities of the Family Services Director and Executive Director.
- Making independent decisions about how to provide for foster care youth and families based on a thorough assessment of client needs.
- Planning and providing intervention, activities, counseling, and for Native American youth in coordination with families and foster care and Independent Living Program services.
- Maintain ongoing contact with youth and foster families on caseload (which may include youth in state and tribal Foster Care and Independent Living Programs, as well as youth emancipated from foster care).
- Participate in a full range of enrichment and cultural arts programs (such as workshops and group classes, one-on-one enrichment and cultural arts activities, and monthly events for families involved in the child welfare system).
- Acquire and utilize resources made available through collaboration with other agencies to meet additional needs of clients and their families (such as local and state public, private and tribal social services agencies).

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)

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- 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 residents of Generations.
- Develop and implement a full range of enrichment and cultural arts programs (such as workshops and group classes, one-on-one enrichment and cultural arts activities, and monthly events for families involved in the child welfare system)

Qualifications/Education & Training:

- Associates degree or minimum two years' experience in a related field required.
- A combination of equivalent education and experience may be an acceptable substitute.
- Knowledge of local community resources, emergency services, and social service agencies, especially with low-income and ethnic minority clientele required.
- Knowledge of Native American culture, arts, and practices preferred.
- 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.

Skills:

- Communication skills, active listening, verbal and written, including public presentation skills.
- Acquire and utilize resources made available through collaboration with other agencies to meet additional needs of clients and their families (such as local and state public, private and tribal social services agencies).
- Ability to consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems.
- 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.

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

Physical Requirements:

- Lifting a maximum of 30 pounds, sitting for extended periods of time.
- The employee may be required to sit for extended periods of time.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equipment Used: Computer, phone, fax, copy machine, Proficient computer skills including:

- Web-based research
- Word Processing
- MS Excel
- Database use
- Email

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)

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