



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:	Community Health Advocate
Department/Program:	Youth & Education Services Department
Compensation:	\$14.00 - \$16.00 hourly
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 ten paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 1 year of employment.
Employment Status:	Regular, Full-Time, Non-Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	None
Reports To:	Associate Director of Youth and Education Services
Job Location:	Portland, OR
Created/Revised:	November 2013

Position Description:

The Community Health Advocate works with youth and families to assist them in completing enrollment applications for Oregon’s state-run health insurance exchange program, Cover Oregon. Cover Oregon offers no-cost, low-cost and full cost insurance for medical, dental, vision and mental health care for children and youth who need new or more comprehensive health insurance. The Community Health Advocate provides targeted outreach to American Indian and Alaska Native families with uninsured and underinsured children. The Community Health Advocate additionally provides health education, support and referrals to adolescents in their home and in the community in order to promote connections to primary care. This position is primarily a direct service position (75%), with the balance of time (25%) dedicated to record keeping and general administrative tasks.

Essential Functions:

- Perform targeted advocacy and outreach for Cover Oregon, including:
 - Giving presentations and/or tabling at schools, churches, summer food sites, low income housing sites, community organizations, and various community events
 - Conducting in-person, phone, and email outreach to families, schools, and community partners
 - Attending school and other special events that offer opportunities to provide outreach to families
- Facilitate the referral process between community partners and/or families to the agency, including:
 - Establishing and maintaining referral networks in both the school district and community
 - Accepting referrals from school personnel and community agencies as well as self-referrals from families
- Provide individual health information to adolescent clients using approved educational protocols in areas of nutrition, suicide prevention, chronic disease prevention and/or other outcomes as they are developed

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- Conduct enrollment into Cover Oregon at all stages of the process (from initial point of contact to ongoing maintenance after enrollment), including:
 - Scheduling appointments and home visits, and providing application assistance in families' homes, schools, or other settings in order to help families complete paper or online applications
 - Completing paper and/or online application tracking forms
 - Processing and properly storing client records
- Collaborate and build partnerships with other stakeholders for the Cover Oregon program, as well as NAYA Family Center, including:
 - Coordinating efforts with Cover Oregon outreach workers employed by other agencies
 - Identifying and recommending NAYA Family Center programs or other community resources as needed
 - Establishing and maintaining effective working relationships with students, parents, schools, teachers and school officials and other educational agencies
- Prepare reports and administrative tasks related to program operations, including:
 - Preparing weekly and monthly activity reports
 - Preparing written correspondence and/or program documents as required
 - Performing ongoing data entry, such as entering client data into required databases
- Ensure that knowledge of policies, procedures, and implementation of the Cover Oregon program is up-to-date and comprehensive, including:
 - Attending Cover Oregon trainings and conferences held in the greater Portland-Metropolitan area
 - Reading and understanding new materials as they are distributed to Cover Oregon outreach workers

Additional Duties:

- Other duties as assigned by the Associate Director of Youth and Education Services
- 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), eSIS, 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:

- Bachelor's Degree in Public Health, Public Administration, Education, Social Work, or similar field required
 - A combination of equivalent education and experience may be an acceptable substitute
- Master's Degree in Public Health, Public Administration, Education, Social Work, or similar field 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

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Qualifications, Continued:

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification as a CHES (Certified Health Education Specialist), CHW (Community Health Worker) and/or CPH (Certified in Public Health) preferred
- 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
- Two (2) or more years of experience in public health, health systems, public administration, medical, health insurance or similar field preferred
- One (1) or more year of experience in direct service, education support, youth development, and/or human services with low-income and/or culturally diverse populations preferred
- Demonstrated ability to advocate on behalf of children and/or families

Skills:

- Ability to collaborate with others as an active and productive team member and team leader (including staff members, community volunteers, and program participants)
- 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
- Exceptional written communication skills, including preparing publications that are error-free, and applying highest standards of integrity to document composition
- Exceptional verbal communication skills, including persuasive oral communication, leading public presentations, and engaging in active listening
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: 40% office/classroom, 60% 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.

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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: Sunday, December 1st, 2013 at 11:59pm Pacific Standard Time.

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
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