



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 Mentor Specialist
Department/Program:	Youth & Education Services Department; College and Career Services
Compensation:	Starts at \$15.00 - \$18.00 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 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:	No supervisory requirements
Reports To:	Direct Services Manager
Job Location:	Portland, OR
Created/Revised:	March 2017

Position Description:

The Community Mentor Specialist collaborates with the Youth & Education Services department’s mentoring programs, including the Community Youth Mentorship Program with Runaway and Homeless Youth (RHY) and the Natural Native Mentoring Program with the Oregon Youth Development Council (YDC). Other mentoring programs including the Young Native Ambassadors Program (YNAP), also a program of the YDC, and the ASPIRE mentorship program which is a college and career preparation mentoring program. The RHY mentor program works to pair homeless youth (ages 18 – 21 years old) with community mentors to build long-term relationships that will focus on developing or strengthening self-identified areas of the youth’s life related to education, employment, spirituality and/or cultural connections. The Natural Native Mentoring program is developed for youth (ages 8 – 15 years old) to participate in positive engagement with their community mentor and on a larger scale with their community. The staff person will schedule, coordinate, and at times conduct the delivery of an 8-week culturally specific curriculum where youth and their community mentor attend.

The Community Mentor Specialist is responsible for supporting positive mentoring relationships between youth and community mentors and the mentoring program design. Through active community engagement and outreach, the Community Mentor Specialist recruits community mentors that engage our youth in developing life skills and decreasing risk factors. This position works with youth and mentors by providing relationship development support, which is designed to build and strengthen their identity and role within their community. Duties include providing a range of support services directly to community mentors, as well as performing auxiliary tasks that indirectly facilitate overall quality and integrity of services provided. This position is primarily a direct service position (60%), with the balance of the time (40%) spent performing general administrative tasks and service coordination.

Essential Functions:

- Pair youth (ages 8–21 years old) with community mentors to build positive, long lasting relationships, which focus on developing targeted areas of the youth's life (such as education, employment, spirituality, self-esteem and/or cultural identity/connections)
- Coordinate recruitment with NAYA's Volunteer Coordinator
- Collaborate with the ASPIRE and YNAP Coordinator's on mentor and mentee recruitment, mentor training, and program design to provide youth with a spectrum of mentoring opportunities
- Create and strengthen matched mentoring relationships by supporting positive youth development and community mentor satisfaction, including:
 - Assessing individual training needs, information, and support needs for each match participant
 - Ensuring positive experiences for both youth participants and community mentors
 - Coordinating with youth, advocate, mentor and or/family member to communicate needs, address concerns, plan activities and participate in regular follow up
- Implement and promote mentoring activities which support ongoing volunteer involvement, including:
 - Managing monthly community mentor meetings
 - Completing regular phone check-ins
 - Developing engagement strategies to support community mentor and mentee involvement
- Coordinate culturally specific mentoring curriculum and cohort group, which may include revising and facilitating the curriculum
 - Recruiting and orienting cohort participants
 - Regularly communicating with group participants, family members and community mentors
 - Scheduling, preparing, supporting and/or conducting facilitation during weekly cohort meetings
- Create and nurture protective factors (such as caring relationships, high expectations, and relevant and meaningful participation) in each youth's environment, including:
 - Establishing relationships that encourage positive social and emotional development
 - Integrating and reconnecting youth with natural supports and community resources
- Facilitate youth engagement and self-determination, including:
 - Engaging youth to build and strengthen their identity and role in the Native community
 - Facilitating interdepartmental activities to engage youth
- Maintain documentation in a timely, thorough and accurate manner in accordance with agency guidelines and as required by funding sources, including:
 - Gathering basic demographic information (such as age, educational level, family and/or intimate relationship information, and current living situation)
 - Documenting and recording all client information, attendance and participation within the programs
 - Documenting and recording volunteer community mentor hours in volunteer management database
 - Assisting in database management, including entering client data
 - Preparing required activity reports and participating in program evaluation activities (such as programmatic and fiscal reports)

Additional Duties:

- Other duties as assigned by Director of Youth & Education Services and/or Direct Services Manager
- 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

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- 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:

- Bachelor's Degree in Social Work or related field required
 - An equivalent combination of education and experience may be an acceptable substitute
- Knowledge and expertise in working with individuals and families
- 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
- Two (2) years of experience in youth development and/or human services with low income and/or culturally diverse populations required
- One (1) year of experience in program planning, coordination, and implementation required
- One (1) year of experience performing duties similar to those listed in the Essential Functions preferred
- Experience working with issues related to youth, including youth risk prevention work preferred
- Demonstrated ability to provide supportive, positive mentor matching support between youth and community mentor in a positive and safe manner

Skills:

- Ability to manage and maintain caseload of youth and mentor matches efficiently
- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with stressed and/or demanding clients
- Ability to communicate with youth and community mentor , 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 develop and maintain professional and trusting relationships
- Ability to work independently and efficiently in a variety of community-based, non-traditional settings
- Ability to work in an interdisciplinary team setting
- Ability to consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- 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

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- 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

Work Environment: 60% office/classroom, 40% 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: 4/5/17

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:
Lorilee Morsette, Human Resource Manager
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218

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Fax: (503) 288-1260

E-mail: hr@nayapdx.org