



Native American Youth and Family Center

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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:	Peer Mentor Specialist
Department/Program:	Youth & Education Services Department; Homeless Youth Program
Compensation:	Starts at \$10.50 hourly or commensurate with experience
Benefits:	There are no benefits associated with this position
Employment Status:	Temporary (limited duration, not to exceed 1,000 hours), Part-Time, Non-Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned; 20 hours per week.
Supervision:	No supervisory requirements
Reports To:	A/D Specialist and Direct Services Manager
Job Location:	Portland, OR
Created/Revised:	November 2016

Position Description:

The Peer Mentor Specialist serves as a peer mentor that engages and encourages homeless youth, ages 15-24, who are drug and alcohol affected. This position works directly with youth to engage them in recovery-oriented activities, promote healthy decision-making, and support their individual recovery. The Peer Mentor Specialist models cultural competency and an understanding of young people experiencing homelessness and housing instability, as well as blending a recovery model with a harm reduction approach.

Primary duties include providing advocacy and support to youth, acting as a role model for clean and sober living, representing NAYA Family Center in the community to perform outreach to street dependent youth and to create visibility for our services. The Peer Mentor Specialist works closely with the Alcohol & Drug Specialist to develop the program and services in a manner that improves engagement and support of young people considering or involved in drug and alcohol recovery. The Peer Mentor Specialist also promotes solid working relationships with the staff of the other Homeless Youth Continuum partner agencies, including Janus Youth Programs, Outside In (OI), and New Avenues for Youth (NAFY).

Essential Functions:

- Provide recovery engagement and support services to youth receiving services, including:
 - Acting as a role model for clean and sober living
 - Establishing a presence in areas where homeless youth engage
 - Building rapport with youth
 - Providing information on services, programs and groups available
 - Assisting in facilitating regular pro-social clean and sober recreational activities (both on and off site)
- Establish and maintain effective, supportive, and professional working relationships with youth receiving services, including:
 - Attending appointments to obtain benefits
 - Participating in recreational activities
 - Co-attending counseling sessions as requested by participants

NAYA Family Center | Position Description: Peer Mentor Specialist

- Attending support groups

Essential Functions, Continued:

- Assist youth in obtaining resources, referrals and/or services, including:
 - Introducing youth to Alcohol & Drug Specialist(s), Case Managers, and other service providers
 - Encouraging and assisting youth in following through with appointments and/or services by checking in with them periodically
 - Assisting youth who are navigating through the various services (i.e. mental health, homeless youth services, Oregon Health Plan, transitional and permanent housing options, etc.)
 - Facilitating links with other support networks that are individually tailored to youth (i.e. recovery community support groups, AA/NA, LGBTQ support groups, spiritual support, etc.)
 - Providing advocacy and assisting youth in accessing and successfully utilizing the services and other treatment resources they need
- Establish professional, collaborative, working relationships with Case Managers, Mental Health Care providers (including psychiatric) and other practitioners working with homeless youth
- Represent and create visibility for the program in the community
- Ensure timely, thorough documentation of project services and outcomes

Additional Duties:

- Other duties as assigned by Direct Services Manager & A/D Specialist
- Additional Peer Mentor Specialist Duties:
 - Participate in crisis prevention, intervention, and support as needed
 - Work with staff to co-facilitate other youth activities
- 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
- Knowledge of the lifestyles and culture of homeless youth required
- Knowledge of issues related to substance use required
- 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

NAYA Family Center | Position Description: Peer Mentor Specialist

- Six (6) months of experience performing duties similar to those listed in the essential functions of this Position Description
- Prior personal experience with drug/alcohol addiction or knowledge about issues related to drug and alcohol impacted youth
- Minimum of one (1) year clean and sober time required

Skills:

- Ability to connect with clients in a manner that successfully motivates them to achieve better outcomes
- Ability to communicate with and develop positive relationships with youth, 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 while maintaining appropriate boundaries
- Ability to actively support and work with sexual minority and culturally diverse staff, participants, and community
- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding clients
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Ability to respect and honor cultural and human diversity
- 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: 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.

NAYA Family Center | Position Description: Peer Mentor Specialist

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; see http://www.pps.k12.or.us/files/security-services/Disqualifying_convictions.pdf for more information)

Position Description Acknowledgement:

By signing below, I agree that I have received a copy of this Position Description and have been hired by NAYA Family Center to perform the job described herein. I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee Name (Printed)

Employee Signature

Date

Human Resource Manager Signature

Date