



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:	Youth Engagement Support Staff
Department/Program:	Youth and Education Services Department; Gang Outreach Program
Compensation:	Starts at \$12.00 hourly or commensurate with experience
Benefits:	There are benefits associated with this position
Employment Status:	Regular, Part-Time, 50% Full Time Equivalency, Non-Exempt
Hours:	General working hours are 2:00-10:00pm Monday and Thursday and 6:00-10:00pm on Saturday; additional evenings and weekends, as assigned; 20 hours per week
Supervision:	No supervisory requirements
Reports To:	Direct Services Manager
Job Location:	Portland, OR
Created/Revised:	August 2015

Position Description:

The Youth Engagement Support Staff works closely with the Gang Outreach Team to provide a safe place for gang-impacted youth to be off the streets through empowerment groups, recreational activities and additional courses exploring their interests and overall wellness. The youth nights will focus on pro-social and community engagement activities for gang-impacted youth and their families. The Youth Engagement Support Staff will also support the Gang Outreach program through documentation and data entry in accordance with program requirements.

Essential Functions:

- Provide staff support and mentoring to Gang Outreach program participants, including:
 - Engage youth participation during weekly Open Gym events and NAYA Youth Nights
 - Lead and monitor various activities (empowerment groups, recreational activities and other course) offered during the youth nights
 - Plan and prepare materials, food and general space for youth nights
 - Collect attendance and required documentation for program participation
- Maintain documentation in a timely, thorough and accurate manner in accordance with agency guidelines and as required by funding sources
 - Assisting in database management, including entering program data

Additional Duties:

- Other duties as assigned by 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:

- High School Diploma or equivalent required
- Knowledge and expertise in working with gang affected youth and their families
- Knowledge of service systems and gang related issues related to out-of-home youth
- 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
- Experience or knowledge of gang-related issues; including youth prevention and intervention preferred

Skills:

- Ability to develop and maintain professional and trusting relationships while maintaining appropriate boundaries
- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding clients
- 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 be flexible when managing changing priorities and schedules, without compromising quality of outcomes, ability to complete tasks, or uphold commitments
- 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, 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
- 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: 60% NAYA gym/classroom/office, 40% groups outside of NAYA (including travel time).

Physical Requirements:

- The employee is occasionally required to stand; walk; sit; use hands or fingers to, 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)

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 Resources Signature

Date