



Native American Youth and Family Center

5135 NE Columbia Boulevard | Portland, Oregon 97218

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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 Advocacy Manager
Department/Program:	Youth Advocacy Program; Youth and Education Services Department
Compensation:	Starts at \$45,000 annually 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:	Regular, Full-Time, Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	Youth Advocates (program staff), Parent Involvement Advocate, Student Support Coordinator, and Gang Prevention Staff as well as Youth Advocacy Interns and/or Volunteers
Reports To:	Director of Youth and Education Services
Job Location:	Portland, OR
Created/Revised:	May 2013, October 2017

Position Description:

This position is responsible for integrating educational components into aspects of youth program activities (including after-school activities and spring/summer break camps), supervising and providing case consultation to a team of 8-12 Youth Advocates and/or other youth advocacy team (case management) staff, and overseeing the educational gains of program participants using assessment tools. Services are provided to youth in kindergarten through post-secondary education as well as parents. This position is also responsible for providing overall leadership within the Youth and Education Services department and NAYA's management team.

Essential Functions:

- Ensure the Youth Advocacy program objectives are carried out, both through program oversight and management of Youth Advocate staff, including:
 - Monitoring the progress of youth and families overall success within the context of the Relational World View Model
 - Monitoring students' academic progress through relevant assessments such as the NAYA Needs Assessment Tool (NAT)
- Grant Management and oversight which includes monitoring grant outcomes to ensure goals are being met and on track, completing all grant reports in a timely fashion, and evaluating grants goals and outcomes as needed.
- Identify new funding streams to enhance existing programming which includes grant writing
- Assist with the development and implementation of spring and summer camps as well as summer credit recovery services.
- Collaborate with external partners as necessary to form, maintain, and strengthen relationships that lead to improved services to program clients, including:

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- Establishing and maintaining effective working relationships with local schools and educational agencies
- Performing educational advocacy on behalf of students with local schools and/or educational agencies and developing staff to effectively perform educational advocacy with students.
- Providing educational activities for schools and other organizations
- Fostering effective communication, family engagement, and collaboration with students, colleagues, NAYA staff, and community members
- Maintaining knowledge and sharing of local resources

Additional Duties:

- Other duties as assigned by Director of Youth & Education Services
- Additional Youth Advocacy Manager Duties:
 - Support the growth and strengthening of the Youth Advocacy program by collaborating with department and agency staff to develop additional services (as funding streams permit)
 - Maintain professional competence through participation in internal training activities and/or external professional development activities related to job responsibilities
- 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), , Synergy, Service Point, , etc.
 - Participate in and/or facilitate 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 Education or Social Work or similar field required
 - A combination of equivalent education and experience may be an acceptable substitute
- Knowledge and understanding of the local educational system and environment, including the elements necessary for student success
- Knowledge of local community resources, emergency services, and social service agencies, especially with low-income and ethnic minority clientele required
- General knowledge of implementing safety and security plans and procedures

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 with the Urban Native population, including knowledge of Native American history, and an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience.

Experience, Continued:

- A minimum of four (4) years of progressively responsible (including leadership) experience facilitating youth activities

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- A minimum of four (4) years of experience working in education and/or social services focused on low-income and culturally diverse populations
- Experience managing Grants, including grant writing, reporting and evaluation
- Demonstrated ability to write Grants that are successfully awarded
- Demonstrated professional record of improving student achievement
- Demonstrated ability to successfully work with families about education issues
- Demonstrated ability in project management (planning, organizing, prioritizing work and follow-through)
- Demonstrated ability to create and implement policies
- Demonstrated ability to implement and evaluate programs, including coordinating multiple concurrent program activities
- Demonstrated ability to use leadership and communication skills to form positive relationships with diverse community partners

Skills:

- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding clients
- 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
- Ability to consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Ability to facilitate and organize staff development opportunities, including creating and performing employee trainings
- 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
- Proficient computer skills, including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email
- Specific computer skills including:
 - Resource Collaboration Software (such as Efforts to Outcomes and Service Point)

Work Environment: 75% office/classroom, 25% outside office including travel time.

Physical Requirements: lifting a maximum of 30 pounds, sitting for extended periods of time.

- The employee is occasionally required to stand, walk, sit, climb stairs, balance, and crawl.
- 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.

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
4. A writing sample, preferably a grant application you wrote.

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**; applications will begin being reviewed on October 16, 2017.

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:

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