



## 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

<b>Position:</b>	<b>Youth Advocate</b>
<b>Department/Program:</b>	Youth and Education Services
<b>Compensation:</b>	<b>Starts at \$16.00 hourly or commensurate with experience</b>
<b>Benefits:</b>	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.
<b>Employment Status:</b>	Regular, Full-Time, Non-Exempt
<b>Hours:</b>	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Youth Advocacy Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	March/July 2017

#### Position Description:

This position is responsible for completing assigned program activities that comply with funding requirements and agency program goals to provide direct support to American Indian and Alaska Native students in developing skills, knowledge and abilities to succeed in educational achievement. The Youth Advocate will work closely with youth to assist in the completion of academic programs and to improve reading, writing and math competencies. The Youth Advocate will need to be able to effectively communicate with students, parents, teachers and school officials. The NAYA Family Center is equipped with an up-to-date computer lab, Internet access, and a small library. This position is primarily a direct service position (75%). The remaining time will be dedicated to record keeping and general administrative tasks.

#### Essential Functions:

##### Advocacy:

- Provide outcomes based student assessment, strength based interventions, activities, academic counseling and support for 20-30 Native American Middle and High school aged youth in coordination with families.
- Provide students with academic supports; ensure students have access to educational skills and life-skill development programming, as well as any programs or opportunities that the students demonstrate an interest in or need based on youth assessment.
- Perform educational advocacy on behalf of students with local schools and/or educational agencies
- Establish and maintain effective working relationships with local schools and/or educational agencies
- Prepare written correspondence and/or program documents as required
- Perform assessment of family strengths to identify capacity to support student; develop support agreement with parent/guardian/significant family member to support student; develop and conduct parent/guardian skill building workshops.

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## Connect student with services:

- Identify and recommend NAYA Family Center programs or other community resources as needed and appropriate.
- Disburse student/client assistance funds including bus tickets and school supplies in compliance with funding source and program priorities.
- Refer students to the following programs, as well as support the student in an effort for the student to find success in these programs:
  - Learning Center: coordinate academic support with tutors and increase participation in the Learning Center through community outreach. Provide one-on-one and/or small group tutoring for youth during Learning Center hours, or during after-school times as well as serve as a teaching/subject resource for tutors.
  - Skill Based learning opportunities: Plan, coordinate, teaches classes/workshops that develop youth skills and knowledge so that youth have higher success rates in the classroom, testing and overall academic success in schools.
  - Field Trips: Organize and coordinate fields trips that intellectually stimulate and encourage NAYA Family Center youth participation in accordance with agency policy and procedures.

## Transportation:

- Assist the Youth & Education Services Department with the coordination of transportation for students (i.e. tutoring, field trips, etc) and provide transportation for youth using agency vehicles.
- Provide transportation of clients as needed using agency vehicles and following agency vehicle reservation and check-out guidelines. Assist with picking up students from their schools and bringing them to the NAYA Family Center for services as well as assist with dropping students off at home after programming ends

## Data Collection:

- Input data, and maintain NAYA and/or contractually required information database systems to track client information
  - Includes documenting weekly case management services to students in accordance with agency policy and procedures (including use of comprehensive client database).
  - Includes entering client data, assisting and/or preparing periodic reports
  - Database examples include but are not limited to: Efforts to Outcome (ETO), Synergy, and Service Point

## **Additional Duties:**

- Other duties as assigned by Youth Advocacy Manager and/or Director of Youth & Education Services
- Additional Youth Advocate Duties:
  - Participate in staff trainings
  - Perform community outreach and maintain an updated community resource directory
  - Prepare program planning activity worksheets in accordance with program guidelines
  - Prepare required activity reports and participate in program evaluation activities as assigned, including programmatic and fiscal reports as required by funding sources
- Additional NAYA Family Center Duties:
  - Understand and adhere to confidentiality
  - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
  - 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

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## 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
- Master's Degree in Education or 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

### Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1<sup>st</sup> 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
- Three (3) years of experience in educational support, youth development and/or human services with low income and culturally diverse populations
- Demonstrated ability managing a moderate number of clients/cases (40 or more)

### Skills:

- 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)

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## 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:** [08/08/2017].

**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:**

Lorilee Morsette, Human Resource Manager  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR 97218  
Fax: (503) 288-1260  
E-mail: [hr@nayapdx.org](mailto:hr@nayapdx.org)