



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 Career Skills Coach
Department/Program:	Youth & Education Services Department; Sunrise EAST Program
Compensation:	Starts at \$16 - \$18, hourly
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.
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:	College and Career Readiness Manager
Job Location:	Portland, OR
Created/Revised:	Dec., 2016

Position Description:

The Youth Career Skills Coach provides providing job preparation services for participants (youth ages 16-24) of the NAYA Family Center Sunrise EAST (Education and Skills Training) program in order to reach their career, training, and/or educational goals. The Youth Career Skills Program provides services that are culturally-specific and connects low-income Native American youth to the basic skills, credentials, and academic/life skills needed to enter and be successful in post-secondary education and/or career pathway employment. Duties include supporting participants to enhance their soft-skills and job search strategies, developing an individualized personal development plan, providing individual and small-group career readiness training, and providing assistance with seeking work experiences and internship opportunities. This position is primarily a direct service position (75%), with the balance of the time (25%) spent performing general administrative tasks, program planning, and service coordination.

Essential Functions:

- Manage case load of Sunrise EAST program participants to ensure a successful path to self-sufficiency, and achieve project outcome goals in accordance with agency policies and procedures in a way that best meets clients' needs, including tasks such as:
 - Outreach to prospective program participants (recruitment and enrolling)
 - Performing intakes and assessments
 - Developing career and/or post-secondary education plans
 - Facilitating job search and placement
 - Coordinating work readiness and skill-building activities
 - Support program retention efforts by providing coaching and mentoring services to participants
- Track and record performance data in I-Trac and NAYA internal database Efforts to Outcomes (ETO)
- Provide a comprehensive assessment of each participant's educational, housing, financial, and career goals, as well as community and personal achievements
- Provide career skills development coaching to at-risk youth facing barriers to program enrollment

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Essential Functions, Continued:

- Provide information, referral, and advocacy for services and resources when a need or goal is identified to support a participant's success
- Disburse client assistance and incentive funds by tracking program progress and completed program activity in compliance with funding sources and program priorities
- Provide program narrative documenting performance, challenges, and program improvement recommendations
- Apply understanding of contractual guidelines and procedures, including enrollment and participant performance goals

Additional Duties:

- Other duties as assigned by College and Career Readiness Manager
- Additional Youth Career Skills Coach Duties:
 - Collaborate with the College and Career team to plan and deliver individual, group, and community-based post-secondary education and career readiness preparation and navigation activities
 - Collaborate with community partnerships to develop agreements that address culturally-specific career and post-secondary education outcomes for youth
 - Provide coaching for youth eligible for available savings programs that support youth's career and post-secondary education goals (such as the Post-Secondary Education and Youth IDAs)
- 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, I-Trac, 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
 - An equivalent combination of education and experience may be an acceptable substitute
- General knowledge of the current local job market and concerns of employers
- Knowledge and expertise in working with individuals and families on economic self-sufficiency issues
- Knowledge of local community resources and experience with workforce system and social service agencies, especially with low-income and ethnic minority clientele
- 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)

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Qualifications, Continued

Experience:

- Experience working within diverse populations (specifically with the urban and/or reservation Native American population, including working within a tribe, board, or other organization)
- A minimum of two (2) years of experience in life performing direct services social work with low-income and culturally diverse populations, such as life skills training, case management, employment/job development services, youth development, and/or human services
- Ability to manage and maintain a high-volume case load of participants efficiently
- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding clients
- Ability to connect with clients in a manner that successfully motivates them to achieve better outcomes
- 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 consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
- 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 (MS Outlook)

Preferred Experiences include:

- Demonstrated experience with youth who are: pregnant or parenting; adjudicated or relating to the justice system; currently or formerly in foster care; and/or have left high school or are working with an alternative education program to receive diploma or GED
- Demonstrated experience with culturally specific college preparation and/or career skills development programs
- Demonstrated experience with pre-employment activities and job search development
- Demonstrated experience conducting needs assessments and initiating support services

Work Environment: 70% office/classroom, 30% 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.

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

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: Priority Applications will be received by January 8, 2017 at 5 p.m.; Applications will be accepted on a rolling basis until the position is filled.

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:

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