



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

Position:	Positive Indian Parenting Facilitator
Department/Program:	Family Services Department, Early Childhood Program
Compensation:	\$18.00 hourly
Benefits:	There are no benefits associated with this position
Employment Status:	Temporary (limited duration not to exceed 100 hours), Part-Time 20%, Non-Exempt
Hours:	Eight work hours each week for classes and preparation, may include evenings and occasional weekends
Supervision:	No Supervisory Requirements
Reports To:	Early Childhood Services Manager
Created/Revised:	April 25, 2018

Position Description:

The Positive Indian Parenting Facilitator is trained in and implements the PIP curriculum to teach two classes each week. Duties include teaching classes every week for up to 10 families in a class, preparing for class, buying food, providing relevant resources or information for families. The PIP Facilitator is responsible for data collection, and reporting. This position is primarily a direct service position (80%), with the balance of the time (20%) spent performing administrative tasks.

Essential Functions:

- Provide PIP classes using the PIP curriculum:
 - Engaging clients in conversations about the importance of supporting child development
 - Engaging in activities and discussions about traditional ways of parenting
 - Support parents in developing awareness of positive parenting behaviors
 - Cover the eight sessions in the PIP Curriculum: Traditional Parenting, Lessons of the Storyteller, Lessons of the Cradleboard, Harmony in Child Rearing, Traditional Behavior Management, Lessons of Mother Nature, Praise in Traditional Parenting, Choices in Parenting.
- Empower clients to take an active and engaged role in parenting and reflect on their own experiences:
 - Assisting clients in engaging reflectively, in small group and large group setting
 - Assisting clients in finding services or resources for their children if needed
- Connect families to needed resources in the community, including:
 - Providing relevant information and resources that families can access outside of class
- Provide childcare to parent’s children as needed
- Maintain a current and accurate record keeping system, including:
 - Efficiently compiling, documenting, and sorting data related to program services and individual family case management
 - Entering data and running reports (utilizing proprietary database systems) according to necessary due dates and regulations
 - Keeping track of attendance of all families and provide intake forms if necessary

Additional Duties:

- Other duties as assigned by Early Childhood 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
 - 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:

- Trained in Positive Indian Parenting curriculum
- Knowledge of child development, early childhood education systems, and parent engagement required
- Knowledge of local community resources, emergency services, and social service agencies, especially with low-income and ethnic minority clientele 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 as a Positive Indian Parenting Facilitator
- 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
- A minimum of two (2) years of experience in human/social/direct/educational services with low income and culturally diverse populations preferred
- Demonstrated ability to engage families and provide meaningful parent education preferred
- Demonstrated skills in communication, conflict management, and relationship building with at-risk clients preferred
- Demonstrated experience providing social services/case management to families preferred

Skills:

- Ability to facilitate groups with about 10 adults
- Ability to engage adults in a wide variety of activities or discussion formats to maintain engagements
- Ability to be creative with discussions topics to promote parent discussion and reflection
- Ability to oversee a group of about 10 children if needed
- 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

(Skills Continued)

- 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: 85% office/classroom, 15% outside office including travel time

Physical Requirements:

- Lifting a maximum of 30 pounds, sitting for extended periods of time.
- 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 copier.

Safety Considerations: Some travel may be required.

Other Requirements:

- Valid Oregon or Washington State Driver License (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
- 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

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

Application Deadline: May 7, 2018

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