



## **Native American Youth and Family Center**

5135 NE Columbia Boulevard | Portland, Oregon 97218  
P (503) 288-8177 | F (503) 288-1260 | [www.nayapdx.org](http://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 Engagement Support Staff</b>
<b>Department/Program:</b>	Youth and Education Services Department; Gang Outreach Program
<b>Compensation:</b>	\$15.00 hourly
<b>Benefits:</b>	There are not benefits associated with this position
<b>Employment Status:</b>	Temporary (thru June 30 <sup>th</sup> , 2018), Part-Time, 50% Full Time Equivalency, Non-Exempt
<b>Hours:</b>	General working hours are 1:30-10:00pm Monday and Thursday and 3:30-10:00pm on Saturday; additional evenings and weekends, as assigned; 20 hours per week
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Direct Services Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	June 2016/March 2018

#### **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 group focus is around pro-social and community engagement activities for gang-impacted youth and their families. The Youth Engagement Support Staff will also support the 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 Basketball nights and program outings
  - Lead and monitor various activities (empowerment groups, recreational activities and other courses) 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), 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
- 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:**

- 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, 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)

**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:** Open till 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 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)