



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:	Homeownership Coordinator
Department/Program	Community Development
Compensation:	\$47,000 - \$52,000 depending on 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 twelve 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 3 months of employment.
Employment Status:	Exempt
Hours:	General working hours are 9am-6pm; evening meetings and occasional Saturday trainings are required
Supervision:	No full-time staff supervision requirements; supervises subcontractors, partners, and program volunteers
Reports To:	Housing to Homeownership Manager
Job Location:	Portland, OR
Created/Revised:	May 2018

Position Description:

This position is part of the Native American Youth and Family Center Community Development Department’s Housing to Homeownership Program. The Homeownership Coordinator will work in collaboration with other agency programs to provide support to potential homeowners in Portland’s Native American community. This position is responsible for providing culturally specific and HUD approved homeownership coaching and homebuyer education workshops for low- to moderate-income program participants. The coach helps buyers identify their goals and needs, evaluates individual financial situations and homeownership goals in order to provide the appropriate resources and educational support. Budget oversight, direct participant service and case management, regular workshop coordination, and event coordination are fundamental activities of this position. This position will play an administrative leadership role with the Minority Homeownership Assistance Collaborative, a coalition of affordable housing agencies collaborating together to deliver programmatic services.

Essential Functions:

- Work directly with community members to provide short-term to long-term homeownership coaching, and guidance on mortgage readiness and the homeownership process, using education and coaching strategies that reflect a commitment to the Native community and Native culture.
- Work with homeownership program participants, including some with Homeownership Individual Development Accounts (IDAs), to identify and successfully meet goals in the areas of personal finance, credit, housing stability and home purchase, while providing an understanding of the responsibilities of homeownership.
- Develop and oversee homeownership program budget under the guidance of the Housing to Homeownership Manager.
- Coordinate and facilitate homebuyer and financial education workshops.

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- Recruit and supervise professionals and volunteers to support homeownership workshops, fair, classes, and more
- Supervise and support community partners and contract subcontractors involved in the Minority Homeownership Assistance Collaborative
- Coordinate the annual Native American Housing to Homeownership Fair.
- Work closely and maintain strong communication between the Homeownership and IDA Program staff to maintain a successful integrated program.
- Determine potential eligibility for home buying products and assistance programs, evaluate and document progress toward individual homeownership goals, providing referrals, provide support and encouragement.
- Maintain current and accurate participant files including case notes, financial records and income documentation; track demographic information and enter all client contact and case data in client management systems.
- Maintain client confidentiality to the highest standard.
- Work with lenders, real estate professionals, home inspectors, and non-profit homeownership program staff to coordinate client services and develop long term professional partnerships.
- Actively identify and recruit participants and households who are ready to begin the home buying process through follow-up phone calls and/or meetings.
- Commit to meeting contract obligations and maintaining policies and procedures consistent with the standards for a HUD Approved Housing Counseling Program.
- Advocate for Native American representation in housing and homeownership services.

Additional Duties:

- Other duties as assigned by Housing to Homeownership Manager and Community Development Director
- Understanding and adherence of confidentiality
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff
- Familiarity with or ability to learn, 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), HomeCounselor Online, ServicePoint, etc.
- Demonstrated abilities include: project management, community development, contract management, and program outreach
- Experience supervising volunteers is a plus
- Comfortable speaking in large groups and with individuals
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- NAYA Family Center is a team and community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team, participate actively in cross-departmental NAYA team projects and to contribute to fostering a safe and secure environment for community members and staff.

Qualifications:

Education & Training:

- Bachelors Degree, non-profit homeownership counseling or similar field and/or equivalent experience.
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaska Native community and issues surrounding the urban Indian experience required

Certifications/Credentials:

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- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

Skills:

- Knowledge in the principles, practices and techniques of the homeownership counseling and the home buying process, including credit, savings and spending plans, homeownership retention, along with an understanding of credit reports and credit reporting agencies. Ability to calculate income and debt-to-income ratios.
- Ability to become a HUD Certified Housing Counselor within 6 months of employment
- Ability to become a Rent Well trainer in order to support clients with the tools and skills to become responsible, successful, and stable tenants
- Demonstrated experience providing direct participant service as well as conducting workshops and facilitating community education events in homeownership or related fields. Willingness to provide service in accordance with the National Industry Standards for Homeownership Education and Counseling and HUD.
- Experience with the urban and reservation Native American population, including working within a Native American tribe, organization, board, program, or community. Knowledge of Native American culture, values and history, and an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience. Experience working within diverse ethnic and financial populations.
- Ability to communicate with community members including active listening. Ability to communicate with industry professionals. Clear verbal and written communications, including public presentation skills.
- Ability to recognize problems, evaluate situations, gather relevant information from a variety of sources and respond effectively to identified problems. Ability to provide accurate resources and referrals to clients based on need.
- Knowledge of local community resources and experience with workforce system and social service agencies, especially with low-income and ethnic minority clientele.
- Knowledge in homeownership counseling or mortgage lending, credit, real estate or title insurance, as well as knowledge of federal, state and local housing regulations; knowledge of community agencies and services which can be utilized to aid program participants; and a familiarity with local financial institutions.
- Familiarity with the US Department of Housing and Urban Development and the Federal Housing Administration (FHA), their policies and programs including the Section 184 Indian Home Loan Guarantee Program.
- Familiarity with or ability to learn Counselor Max and other homeownership and client management systems. Proficient in MS Office Suite, specifically Word, Excel, PowerPoint and Outlook.
- Strong computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: 70% office/classroom, 15% outside office including travel time, 15% administrative functions such as contract and partner management, and financial budget oversight

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

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- 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 a cover letter addressing their qualifications for the position and why they are interested in joining the NAYA Family Center team. Please also enclose a NAYA application and your resume. Applications and the official position description can be obtained online at <http://www.nayapdx.org/about/jobs> .

Application Deadline: Friday, June 22, 2018 by 5:00 pm

Attention: Incomplete applications will not be considered. 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
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Fax: (503) 288-1260
E-mail: hr@nayapdx.org