



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:	Youth Advocacy Coordinator
Department/Program:	Youth Advocacy Program; Youth and Education Services Department
Compensation:	\$18 - \$20 or Commensurate with 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 12 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.
Employment Status:	Regular, Full-Time, Non-exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	None
Reports To:	Youth Advocacy Manager
Job Location:	Portland, OR
Created/Revised:	June 22, 2018

Position Description:

The Youth Advocacy Coordinator is responsible for supporting the Youth and Education Services advocacy staff and programs. Work will include integrating educational components into aspects of youth program activities (including after-school activities and spring/summer break camps), supporting the Youth Advocacy Manager with training, supporting/guiding staff and providing case consultation to a team of 8-12 Youth Advocates and/or other youth advocacy team (case management) staff, and overseeing the educational gains of program participants using assessment tools.

The Youth Advocacy Coordinator 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 Coordinator will need to be able to effectively communicate with students, parents, teachers and school officials.

Essential Functions:

- Ensure the Youth Advocacy program objectives are carried out, both through training, program oversight and guiding of Youth Advocates, including:
 - Monitoring the progress of youth and families overall success within the context of the Relational World View Model
 - Monitoring students' academic progress through relevant assessments such as the NAYA Needs Assessment Tool (NAT)
- Grant Management and oversight which includes monitoring grant outcomes to ensure goals are being met and on track, support completing all grant reports in a timely fashion, and evaluating grants goals and outcomes as needed.

NAYA Family Center | Position Description: Youth Advocacy Coordinator

- Identify new funding streams to enhance existing programming which includes grant writing and program design
- Create and/or maintain systems and forms that support youth advocate's in serving their youth (i.e. education plan forms, culturally relevant training documents, etc.)
- Assist with the development and implementation of spring and summer camps as well as summer credit recovery services.
- Collaborate with external partners as necessary to form, maintain, and strengthen relationships that lead to improved services to program clients, including:
 - Establishing and maintaining effective working relationships with local schools and educational agencies
 - Performing educational advocacy on behalf of students with local schools and/or educational agencies and developing staff to effectively perform educational advocacy with students.
 - Providing educational activities for schools and other organizations
 - Fostering effective communication, family engagement, and collaboration with students, colleagues, NAYA staff, and community members
 - Maintaining knowledge and sharing of local resources

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.

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.

NAYA Family Center | Position Description: Youth Advocacy Coordinator

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
- Additional Youth Advocacy Coordinator Duties:
 - Support the growth and strengthening of the Youth Advocacy program by collaborating with department and agency staff to develop additional services (as funding streams permit)
 - Maintain professional competence through participation in internal training activities and/or external professional development activities related to job responsibilities

Additional NAYA Family Center Duties:

- Understand and adhere to confidentiality
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff
- Participate in and/or facilitate 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 in Education or Social Work or similar field required
 - A combination of equivalent education and experience may be an acceptable substitute
- Knowledge and understanding of the local educational system and environment, including the elements necessary for student success
- Knowledge of local community resources, emergency services, and social service agencies, especially with low-income and ethnic minority clientele required
- General knowledge of implementing safety and security plans and procedures

Certifications/Credentials:

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

NAYA Family Center | Position Description: Youth Advocacy Coordinator

Experience:

Experience working with the Urban Native population, including knowledge of Native American history, and an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience.

- Proven ability to meet NAYA Youth Advocacy outcomes for a minimum of one year
- A minimum of two (2) years of progressively responsible (including leadership) experience facilitating youth activities
- A minimum of two (2) years of experience working in education and/or social services focused on low-income and culturally diverse populations
- Experience managing Grants, including grant writing, reporting and evaluation
- Demonstrated ability to write Grants that are successfully awarded
- Demonstrated professional record of improving student achievement
- Demonstrated ability to successfully work with families about education issues
- Demonstrated ability in project management (planning, organizing, prioritizing work and follow-through)
- Demonstrated ability to create and implement policies
- Demonstrated ability to implement and evaluate programs, including coordinating multiple concurrent program activities
- Demonstrated ability to use leadership and communication skills to form positive relationships with diverse community partners

Skills:

- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding clients
- Ability to collaborate with others as an active and productive team member and team leader (including staff members, community volunteers, and program participants)
- 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 meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
- Ability to consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Ability to facilitate and organize staff development opportunities, including creating and performing employee trainings
- Exceptional written communication skills, including preparing publications that are error-free, and applying highest standards of integrity to document composition
- Exceptional verbal communication skills, including persuasive oral communication, leading public presentations, and engaging in active listening
- Proficient computer skills, including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email
- Specific computer skills including:
 - Resource Collaboration Software (such as Efforts to Outcomes and Service Point)

Work Environment: 75% office/classroom, 25% outside office including travel time.

NAYA Family Center | Position Description: Youth Advocacy Coordinator

Physical Requirements: lifting a maximum of 30 pounds, sitting for extended periods of time.

- The employee may be required to sit and/or stand for long periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- *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
4. A writing sample, preferably a grant application you wrote.

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

Application Deadline: Open until filled

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