



## **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>Domestic Violence Advocate</b>
<b>Department/Program:</b>	Family Services Department; Healing Circle Program
<b>Compensation:</b>	Starts at \$15.50 hourly or commensurate with experience
<b>Benefits:</b>	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.
<b>Employment Status:</b>	Regular, Full Time, Non-Exempt
<b>Hours:</b>	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Healing Circle Manager
<b>Job Location:</b>	NAYA Family Center Main Office: 5135 NE Columbia Blvd Portland, OR 97218
<b>Created/Revised:</b>	July 2018

#### **Position Description:**

This position is part of the Healing Circle program Programming focuses on domestic violence prevention providing a wide range of services including immediate crisis intervention services, advocacy and ongoing support and educational services.

#### **Essential Functions:**

- Maintain excellent Case Management procedures in compliance with funding sources and strength-based interventions.
- Provide clients with case management services including administration and direct service for housing services, information and referrals, and client advocacy through face-to-face meetings and telephone contact.
- Contact key staff members in the Portland Metropolitan Area’s housing and social service organizations that provide for pregnant or parenting teens, adults, singles and families to identify and develop critically needed resources for clients.
- Provide community outreach/training to the community partners on culturally competent Domestic Violence and Sexual Assault prevention
- Disburse client assistance funds and supplies in compliance with funding sources and program priorities.
- Attend meetings in accordance to priorities of the Family Services Director and the Healing Circle Manager.
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#### **Essential Functions Continued:**

- Represent NAYA Family Center and the Domestic Violence Program at community events and other interest generating opportunities.
- Assist in database management, including data entry and grant reporting
- Participate in staff trainings through NAYA Family Center and partner agencies as directed by Healing Circle Manager

## **Additional Duties:**

- Other duties as assigned by the Family Services Director and the Healing Circle Manager
- Ability to manage caseloads efficiently.
- 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:

- Bachelor's Degree in Social Work or related field required
  - An equivalent combination of education and experience may be an acceptable substitute
- Knowledge of local housing, community, and social service resources (including emergency resources and other resources related to housing, homelessness and eviction) 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 (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1<sup>st</sup> Aid and Automatic External Defibrillator (AED)
- 40 hour Domestic Violence Basic Advocacy Training for Oregon State strongly preferred

### 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
- Three (3) or more years of experience working in human and/or domestic violence services

### Skills:

- Ability to manage and maintain a high-volume caseload of participants efficiently
- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed clients

### Skills, Continued:

- 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 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

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

# NAYA Family Center | Position Description: **Domestic Violence Advocate**

**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:** July 27, 2018

**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

Portland, OR 97218

Fax: (503) 288-1260

E-mail: [hr@nayapdx.org](mailto:hr@nayapdx.org)