



**Native American Youth and Family Center**

5135 NE Columbia Boulevard | Portland, Oregon

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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 Mentor</b>   |
| <b>Department/Program:</b> | Youth & Education Services Department; Youth Advocacy Program   |
| <b>Compensation:</b>       | \$16.00 - \$18.00 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 tiered accrual rates). NAYA recognizes twelve paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, 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>         | Youth Advocacy Manager  |
| <b>Job Location:</b>       | Portland, OR  |
| <b>Created/Revised:</b>    | September 2015/June 2016/March 2018/August 2018/October 2018  |

**Position**

**Description:**

The Youth Mentor works with youth identified as at-risk for gang involvement by providing prevention activities designed to build and strengthen their identity and role within the Native community. This position is responsible for intensive case management of approximately 30 youth per school year. The Youth Mentor acts as a communication hub between clients and their parents, teachers and school officials. Primary duties are related to direct service activities (75%), with the remainder of time dedicated case management activities, such as record keeping, data entry, and client file administration (25%).

**Essential**

**Functions:**

- Provide intensive case management services for approximately 30 youth assigned to case load (60% of which are Middle School students and 40% of which are High School students, spanning ages 11-18), including:
  - Providing intervention, support, information, and service referrals
  - Actively advocating on behalf of clients
  - Working collaboratively with youth to address their full range of needs
  - Performing community outreach and maintaining an updated community resource directory
- Provide outcomes based student assessment, strength based interventions, and activities, including:
  - Performing assessment of family strengths to identify capacity to support youth
  - Tailoring services provided with the goal of returning youth to school full-time

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- Developing support agreement with parent/guardian/significant family member to support youth
- Developing and conducting parent/guardian skill building workshops
- Providing activities for youth that build and strengthen their identity and role in the Native community
- Preparing program planning activity worksheets in accordance with program guidelines

## Essential Functions, Continued:

- Provide referrals to other services as needed, including:
  - Connecting clients with family or other counseling services that prevents or mitigates gang activity
  - Presenting program information to referral agencies
- Maintain documentation in a timely, thorough and accurate manner in accordance with agency guidelines and as required by funding sources, including:
  - Creating, organizing, and maintaining hard copy and electronic client files
  - Gathering basic demographic information including age, educational level, family and/or intimate relationship information, and current living situation
  - Documenting and recording all client information and interaction
  - Entering data and reports into comprehensive client database on an ongoing basis
  - Preparing required activity reports and participate in program evaluation activities (such as programmatic and fiscal reports)

## Additional Duties:

- Other duties as assigned by Youth Advocacy Manager
- Additional Youth Mentor duties:
  - Providing and/or supporting the transport of youth to program activities and services, including:
    - Disbursing student/client assistance funds (including bus tickets and school supplies) in compliance with funding source and program priorities
    - Assist other YES department staff with the coordination of transportation for students (i.e. tutoring, field trips, etc.)
    - Providing 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
    - Seasonal Camps: Recruit youth to apply for and be successful with spring and summer camps; youth advocates will also be responsible for staffing and supporting seasonal camps which may include leading a group, leading and/or recruiting workshop presenters, and other duties as assigned.
- 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

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## Qualifications:

### Education & Training:

- Bachelor's Degree in Social Work, Counseling, Education, or related field required
  - An equivalent combination of education and/or experience may be an acceptable substitute
- Master's Degree in Social Work, Counseling, Education, or related field preferred
- Knowledge and expertise in working with gang-related issues required
- Knowledge and expertise in working with families 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

## Qualifications, Continued:

### 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
- Three (3) years of experience in educational support, youth development and/or human services with low income and culturally diverse populations required
- Experience working with gang-related issues, including youth prevention preferred
- Demonstrated ability to efficiently and effectively manage a case load of at least 25 clients

### 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 and/or demanding clients
- Ability to communicate with and develop positive relationships with youth, including skills such as:
  - Listening in a non-judgmental way
  - Using respectful language
  - Being direct and clear as appropriate
  - Avoiding power struggles
  - Honoring client confidentiality
  - Communicating effectively with both young people and adults
- Ability to connect with clients in a manner that successfully motivates them to achieve better outcomes
- Ability to develop and maintain professional and trusting relationships
- Ability to actively support and work with culturally diverse staff, participants, and community
- 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 consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- 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 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

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- 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

**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.

**Equipment Used:** Computer, phone, and 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: November 12, 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](mailto:hr@nayapdx.org)