



## **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>Peer Mentor Specialist</b>
<b>Department/Program:</b>	Youth & Education Services Department; Homeless Youth Program
<b>Compensation:</b>	Starts at \$12.00 hourly with a possibility for increases at 6, 12, and 18 months
<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, Part-Time, 50% Full Time Equivalency, Non-Exempt
<b>Hours:</b>	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional 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>	November 2016/March 2018/November 2018

#### **Position Description:**

The Peer Mentor Specialist serves as a peer mentor that engages and encourages homeless youth, ages 15-24, who may be drug and alcohol affected. This position works directly with youth through the stages of change to engage them in recovery-oriented activities, promote healthy decision-making, and support their individual recovery. The Peer Mentor Specialist models cultural competency and an understanding of young people experiencing homelessness and housing instability, as well as blending the Relational World View Model with the recovery model and a harm reduction approach.

Primary duties include providing advocacy and support to youth, acting as a role model for clean and sober living, representing NAYA Family Center in the community to perform outreach to street dependent youth and to create visibility for our services. The Peer Mentor Specialist works closely with the Alcohol & Drug Specialist to develop the program and services in a manner that improves engagement and support of young people considering or involved in drug and alcohol recovery. The Peer Mentor Specialist also promotes solid working relationships with the staff of the other Homeless Youth Continuum partner agencies, including Janus Youth Programs, Outside In (OI), and New Avenues for Youth (NAFY).

#### **Essential Functions:**

- Provide recovery engagement and support services to youth receiving services, including:
  - Acting as a role model for clean and sober living
  - Establishing a presence in areas where homeless youth engage
  - Building rapport with youth
  - Providing information on services, programs and groups available
  - Assisting in facilitating regular pro-social clean and sober recreational activities (both on and off site)

## Essential Functions, Continued:

- Establish and maintain effective, supportive, and professional working relationships with youth receiving services, including:
  - Attending appointments to obtain benefits
  - Participating in recreational activities
  - Co-attending counseling sessions as requested by participants
  - Attending support groups
- Assist youth in obtaining resources, referrals and/or services, including:
  - Introducing youth to Alcohol & Drug Specialist(s), Case Managers, and other service providers
  - Encouraging and assisting youth in following through with appointments and/or services by checking in with them periodically
  - Assisting youth who are navigating through the various services (i.e. mental health, homeless youth services, Oregon Health Plan, transitional and permanent housing options, etc.)
  - Facilitating links with other support networks that are individually tailored to youth (i.e. recovery community support groups, AA/NA, LGBTQ support groups, spiritual support, etc.)
  - Providing advocacy and assisting youth in accessing and successfully utilizing the services and other treatment resources they need
- Establish professional, collaborative, working relationships with Case Managers, Mental Health Care providers (including psychiatric) and other practitioners working with homeless youth
- Represent and create visibility for the program in the community
- Ensure timely, thorough documentation of project services and outcomes

## Additional Duties:

- Other duties as assigned by Direct Services Manager & A/D Specialist
- Additional Peer Mentor Specialist Duties:
  - Participate in crisis prevention, intervention, and support as needed
  - Work with staff to co-facilitate other youth activities
- 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

## Qualifications:

### Education & Training:

- High School Diploma or equivalent required
- Knowledge of the lifestyles and culture of homeless youth required
- Knowledge of issues related to substance use 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

# NAYA Family Center | Position Description: Peer Mentor Specialist

## 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
- Six (6) months of experience performing duties similar to those listed in the essential functions of this Position Description
- Prior personal experience with drug/alcohol addiction or knowledge about issues related to drug and alcohol impacted youth
- Minimum of one (1) year clean and sober from alcohol and marijuana required

## Skills:

- Ability to connect with clients in a manner that successfully motivates them to achieve better outcomes
- 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 develop and maintain professional and trusting relationships while maintaining appropriate boundaries
- Willingness to receive and appropriately respond to feedback
- Ability to be punctual and consistently attend all scheduled shifts and mandatory meetings in a condition suitable for assuming the responsibilities of the position
- Ability to actively support and work with sexual minority and culturally diverse staff, participants, and community
- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding clients
- 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
- 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:** 40% office/classroom, 60% 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, fax, copy machine.

**Safety Considerations:** Some travel may be required.

# NAYA Family Center | Position Description: Peer Mentor Specialist

**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), preferred
2. Successful completion of a background investigation (including a fingerprint criminal history check; see <http://nayapdx.org/wp-content/uploads/2018/06/disqualifyingcrimes.pdf> for more information)

**Application Deadline:** December 9, 11:59 P.M.; applications will be accepted on a rolling basis until the position is 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:**  
Human Resource Department  
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)