



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 & Education Services (YES) Support Staff
Department/Program:	Youth & Education Services Department; Learning Center Program; College and Career Center
Compensation:	Starts at \$13.00 hourly 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 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:	Regular, Part Time, .65 FTE, Non-Exempt
Hours:	General working hours are 2:00pm – 7:30pm Monday through Thursday and 12:30pm – 4:30pm Friday; evenings and occasional weekends, as assigned; 26 hours per week (approx.); full time employment available and requested during Spring Break and Summer camps (approx. 6 weeks per year)
Supervision:	No supervisory requirements
Reports To:	Culture, Education, and Wellness Manager
Job Location:	Portland, OR
Created/Revised:	April 26, 2017/June 6, 2018/November, 2018

Position Description:

The Youth & Education Services (YES) Support Staff supports students participating in NAYA’s Learning Center and College and Career Center by both fostering their academic growth as well as transporting them to and from the site. The YES Support Staff assists students with completing school assignments, preparing for tests, and improving their reading, writing, and math competencies in the Learning Center. The YES Support Staff also works with youth in in spring and summer camps. The Learning Center has a computer lab, internet access, and a small library and is available to self-identified Native American youth (throughout Multnomah County school districts) Monday through Thursday from 2:30 to 6:00pm; the College and Career Center has its own set of laptops and serves youth 24 and under with college and career readiness supports. The YES Support Staff is also responsible for transporting youth from their school(s) to NAYA Family Center and transporting them home; Tuesday’s and Thursday’s the YES Support Staff hired in this role will primarily support the College and Career Center and Monday’s and Wednesday’s, they will support the Learning Center and Cultural Arts programs.

Essential Functions:

- Provide academic support and mentoring to Learning Center participants, including:
 - Engaging youth participation in the NAYA Learning Center and College and Career Center by providing after school tutoring
 - Assisting youth with the completion of individual homework assignments
 - Coordinating with staff to assess and support the youth (e.g. academic, social, and cultural)
 - Planning and participating in the special activities for youth (as directed by supervisor)
- Provide transportation support to Learning Center and College and Career Center participants, including:

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- Coordinating and providing safe transportation of students attending programming activities as assigned (including field trips and special trips)
- Completing vehicle and fuel logs in accordance with NAYA Family Center policy
- Conducting vehicle inspections to ensure safety on a weekly basis and maintain assigned vehicle(s) in a clean and functional condition (both inside and outside, including refueling)
- Staffing seasonal camps and departmental family nights and engagement events, held at least quarterly, as determined by departmental leadership.

Additional Duties:

- Other duties as assigned by Culture, Education, and Wellness Manager and Director of Youth and Education Services
 - Understand and adhere to confidentiality
- **Additional Duties, Continued:**
 - 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
- Associate's Degree or higher preferred
 - A combination of equivalent education and experience may be an acceptable substitute
- 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

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 or more of experience providing academic support and/or mentoring services preferred

Skills:

- 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: 65% office/classroom, 35% outside office including travel time.

Physical Requirements:

- Lifting a maximum of 30 pounds, sitting for extended periods of time.

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- 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.

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 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: December 17, 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:

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