



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:	Workforce Specialist
Department/Program:	Community Development Department; Community Works Project
Compensation:	Starts at \$17.00/hour; depending on years of experience
Benefits:	Most employee benefits are prorated by FTE Percentage, including paid time off, insurance policy contributions, and 401K match. Paid time off includes accruals of sick and vacation hours and paid holidays (see agency Personnel Policy manual). 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, Full-Time, Non-Exempt
Hours:	General working hours are 9:00am-6:00pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Community Prosperity Manager; Community Works on-site supervisor
Job Location:	Community Works Project at the Department of Human Services East Branch; This position will work at NAYA Family Center up to one day a week
Created/Revised:	December 2018

Position Description:

NAYA Family Center is one of six community-based organizations involved in the Community Works Project (CWP). CWP provides job preparation and placement services to Temporary Assistance to Needy Families (TANF) participants who participate in Job Opportunities Basic Skills (JOBS) program. CWP is located at the Department of Human Services (DHS) East Branch. The Workforce Specialist acts on behalf of NAYA at the Community Works office, representing the interests and values of Portland’s Urban Native population. Workforce Specialists at CWP are responsible for guiding their participants toward job readiness and placement through an individualized plan. This position is primarily a direct service position (80%), with the balance of the time (20%) spent performing general administrative tasks and service coordination. This position is an off-site position with regular supervision at CWP. This position will work at NAYA Family Center up to one day a week. Due to this working arrangement, excellent (articulate, ample, and consistent) communication skills and an ability to work independently (setting priorities, managing workload, and staying organized) is crucial to the success of this position.

Essential Functions:

- Provide workforce case management to referred JOBS participants, including:
 - Perform intakes and assessments
 - Develop Employment Plans,
 - Facilitate job search and placement,
 - Coordinate work readiness, and skill building activities
- Conduct comprehensive intakes for participants that build rapport, ensure the participants fully understand the program and its services, and put participants’ goals front and center in the planning process

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- Refer participants to employment and volunteer opportunities developed by Business Services Coordinators or guide them in creating their own opportunities in the community.
- Share and coordinate employment and barrier removal opportunities and resources with CWP team.
- Mitigate participant's barriers to employment opportunities, and increase their chances to become self-sufficient, by:
 - Applying an understanding of and advocating for the use of NAYA's (the "home agency") wraparound service options, where appropriate
 - Effectively utilize CWP partners' leveraged resources
- Track participants' attendance and activities through multiple database systems. Ensure high accuracy and timeliness of data entry
- Regularly communicate with DHS case managers on JOBS participant's activities, progress and challenges through IM, TRACS, phone calls, emails, and regular meetings, and reporting items such as:
 - Activities they have participated in
 - Progress they have made
 - Challenges they have experienced
- Participate in trainings and meetings as required to ensure project outcomes.
- Submit regular reports on a strict timeline
- Facilitate CWP orientations and classes on topics such as resume building, cover letter writing, Microsoft Word and Microsoft Excel
- Report to different DHS branch locations as needed
- Other duties as assigned

Additional Duties:

- 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
 - 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 social service/social sciences field with at least six (6) months experience providing workforce development services; or
 - Any combination of education and work experience in social services, employment development and case management totaling four years
- Experience with pre-employment activities and job search development
- Advanced knowledge and/or experience in job development and placement activities
- Knowledge and/or experience of vocational and/or placement counseling for people of color and other marginalized groups
- Knowledge of the local job market and concerns of employers
- Knowledge and expertise in working with individuals and families on economic self-sufficiency issues
- 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), 1st Aid and Automatic External Defibrillator (AED)

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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
- Demonstrated experience with pre-employment activities and job search development preferred
- Demonstrated experience with career skills development preferred
- Demonstrated experience conducting needs assessments and initiating support services preferred

Skills:

- Ability to function in a positive manner in a demanding work environment, to demonstrate a high degree of flexibility, to respond to priorities and schedules that change frequently
- Ability to meet multiple, sometimes conflicting deadlines
- Strong analytical and decision-making abilities
- Ability to deal with distressed and/or demanding participants and employees in an effective manner
- Ability to work in a fast-paced environment and make good judgments as it pertains to participants.
- Ability to maintain a high level of confidentiality
- Strong skills in intercultural, interpersonal and organizational communication
- Ability to communicate in a positive manner verbally, in writing, and by phone
- Ability to communicate with a variety of personality types and levels of the organization as well as with persons outside of the organization
- Ability to listen for understanding and assist in problem solving
- Ability to prepare clear, accurate and concise reports
- Be punctual, good attendance, and be able to work flexible hours to meet the availability of participants.
- Ability to use basic office equipment, telephone, copy machine, fax machine, and computer
- Ability to sit, stand, walk, drive, talk on the phone and/or use computer for long periods of time
- Possess a valid driver's license and verification of current auto-insurance, and have full use of automobile during work hours

Work Environment: 80% office/classroom, 20% 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

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

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

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Application Deadline: January 21, 2019

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