



## **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>Career Skills and Life Coach</b>
<b>Department/Program:</b>	Community Development Department; Community Works Project
<b>Compensation:</b>	\$17.00 - \$20.00 per hour depending on years of experience
<b>Benefits:</b>	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, 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>	Community Prosperity Manager; Self Enhancement, Inc. (SEI) Program Manager
<b>Job Location:</b>	Native American Youth and Family Center, with some requirements to report to Community Works Project at the Department of Human Services East Branch
<b>Created/Revised:</b>	January 2019

#### **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. The Career Skills and Life Coach will work with a cohort-based caseload of individuals as well as coordinate with CWP and collaborative agency staff to facilitate periodic culturally specific professional and life skills development designed to provide career exploration, career mapping, job resiliency and readiness, employment, and employment retention. 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 will primarily work out of the main NAYA location but there will be some requirements to report to CWP, which is located at the Department of Human Services (DHS) East County Family Service Center. The position will be co-supervised by the NAYA Community Prosperity Manager and the SEI Program Manager, who will come to NAYA periodically for file reviews and will gather the staff regularly for meetings and trainings. Excellent communication skills and an ability to work independently are crucial to the success of this position.

#### **Essential Functions:**

- Provide life coaching to a cohort-based caseload of Native American participants designed to provide holistic support and personal empowerment
- Develop, maintain and update periodic culturally specific skills development curriculum to include but not limited to such topics as resume building, cover letter writing, and career mapping
- Act as liaison with CWP partners to leverage resources to remove participants' barriers to employment opportunities and increase their chances to become self-sufficient

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- Develop, maintain and regularly update individual and group culturally specific life skills development curriculum
- Create and facilitate appropriate life-skills activities to support career development
- Establish and maintain regular and effective communication with Workforce Specialists and CWP staff as needed to ensure clients participation in JOBS program
- Work collaboratively with CWP Life Skills Specialist to understand and incorporate relevant component of existing training into pilot curriculum
- Bring understanding of home agency and targeted community to ensure culturally specific wrap around service options for CWP clients
- Participate in trainings, meetings to ensure project outcomes achievement
- Maintain accurate, complete, up-to-date documentation and reporting of participant activities, progress and outcomes
- Schedule and conduct regular one-on-one, small group, and large group coaching sessions to help CWP participants resolve barriers to employment
- Maintain regular communication with participants to provide guidance with job and career goals.
- Track CWP participant status through employment training including review and recommendations of individual career maps/plans
- Work to maximize employment retention and success through consistent communication and intentional and continued professional development
- Conduct CWP Program eligibility screening and provide referrals as applicable
- Maintain accurate documentation of all client interaction and services in hardcopy (and electronic as applicable) files
- Quickly and accurately, determine participant needs and work with CWP staff and partners to determine available resources and facilitate referral and/or prioritization as needed
- Maintain knowledge of community resources and regularly share with participants
- Engage participants in lessons, which increase emotional capacity for career growth
- Assist CWP staff members to identify and schedule life skill-related guest speakers
- Participate in CWP meetings and partner agency meetings as needed to ensure participant success and access to community resources

## **Additional Duties:**

- 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
  - 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, business or related field with at least six (6) months experience providing workforce development services; or
  - Any combination of education and work experience in providing skills development, career coaching, and/or life coaching totaling four years.
- Experience providing instruction to groups of adults and coaching individuals in need of building life skills, and working in a multi-cultural social services environment

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- Demonstrated ability developing and implementing curriculum utilizing a culturally competent teaching approach
- Understanding of the barriers and opportunities faced by adults engaged in TANF/JOB program
- Understanding of the barriers, engagement techniques, and various learning styles of individuals from diverse backgrounds
- Experience and ability to work in a multi-cultural, multi-ethnic diverse environment
- 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)

## Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) providing skills development, career and/or life coaching 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:

- Strong leadership and organizational skills
- Understanding of a wide variety of employment industries, current employment trends, and culturally specific motivation techniques
- Job development and placement experience
- Experience creating and presenting culturally specific curriculum and employment development in the Native American community
- Courteous, effective verbal and written communication skills; and excellent attention to detail and follow-through
- High energy and motivation to help CWP participants succeed
- Ability to work effectively as part of a team as well as independently
- Excellent communication skills and ability to market CWP to potential participants and partners
- Ability to establish rapport and relate sensitively to a multiracial and multicultural group with a wide variety of demographic
- Experience in life skills coaching either in a classroom setting or on a one-on-one basis
- Working knowledge of Microsoft Office Suite
- Ability to effectively manage time, resources, and competing deadlines to meet program needs and requirements.
- Ability to read, analyze and interpret information.
- Ability to maintain and prepare reports for management review and participant case file notes
- Availability to work flexible schedule including evenings and weekends as required
- Ability to present a positive and professional image to clients, staff and community through appropriate dress

**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.

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**Safety Considerations:** Local travel will 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>

**Application Deadline:** February 1, 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](mailto:hr@nayapdx.org)