



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:	Community Education Worker
Department/Program:	Family Services Department
Compensation:	Starts at \$16.50 hourly or commensurate with 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, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment.
Employment Status:	Regular, Full-Time (100% Full Time Equivalency), Non-Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No Supervision Requirements
Reports To:	Foster Care Services Manager
Job Location:	NAYA Family Center
Created/Revised:	January 23, 2019

Position Description:

The CEW program addresses educational inequity and disparities in Portland by working in partnership with Native families who have children 6 years old and younger. This is a pilot program that is using a nationally known model of community health workers with extra training and emphasis on early childhood development. The CEW program is a collaboration of culturally specific organizations (NAYA, IRCO, Latino Network, and Urban League) serving 5 underserved communities in our area, these include: Native American, Latino, African American, Somali Refugees and Zomi Refugees. The CEWs connect families to the community and resources to help address stability barriers they may be facing. The CEW's promote parent involvement in their children's education by providing family empowerment groups and child socializations at schools the families' children attend so that families feel connected to their local schools. Moving forward the CEW program works to motivate families and communities to come together working towards system change within school systems and community organizations. The CEW Program is Working to influence systems and organizations to know how to better serve the most vulnerable and at risk populations. Duties include performing home visits, coordinating parent-child playgroups and activities, connecting with wraparound resources, educational advocacy, and supporting community leadership development opportunities. This is primarily a field work position (90%), with the balance of time spent performing administrative tasks.

Essential Functions:

- Serving 40 families per CEW per year through one-on-one visits, parent-child groups, classes, and events, and providing developmental screenings for children prenatal through five.
- Conducting not less than three ASQ screenings per month, and conducting two ASQ screenings per enrolled child per year (at least one every six months). This is for children ages infant through five years old.

NAYA Family Center | Position Description: **Community Education Worker**

- Support parents and/or caregivers in preparing their children for Kindergarten by providing support, individual education about healthy development, child screenings, and wraparound services to assist families in addressing the social determinants of health
- Conduct home visits with families and provide tools for increasing Kindergarten readiness, such as books and specific educational activities (which include, but are not limited to: curriculum on inexpensive activities, physical wellness and nutrition, parent and child stress management, brain development and attachment, and school advocacy skills)
- Plan and facilitate ten to twelve (10 - 12) week long series of culturally-specific parent-child groups for parents and/or caregivers of children from birth to age six
- Work collaboratively with SUN School Site Managers at each anchor school to bridge the gap between isolated families and their neighborhood schools
- Connect parents to school activities, staff, and opportunities for participation in events and groups held at their neighborhood school
- Attend monthly steering team meetings to provide input into the continued development of a community education model that is effective in all the identified cultural communities

Additional Duties:

- Other duties as assigned by Foster Care Services Manager
- Additional Community Education Advocate Duties:
 - Attend quarterly Community Education Advocates Community of Practice for continued professional development and support

Additional Duties Continued:

- 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 Efforts to Outcome (ETO)
 - 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 required
 - 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

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification as a Community Health Worker, or the ability to demonstrate competency in Community Health Worker skill areas
- The assigned CEW must be a certified CHW or have a plan to receive CHW certification within the first year of employment.
- CEW must take a HIPAA class within the first month of employment
- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

NAYA Family Center | Position Description: **Community Education Worker**

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
- Prior experience in community organizing and outreach preferred
- Demonstrated ability to connect with clients in a manner that successfully motivates them to achieve better outcomes

Skills:

- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding clients
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
- Ability to collaborate with others as an active and productive team member (including staff members, community volunteers, and students)
- Exceptional verbal communication skills, including persuasive oral communication, leading public presentations, and engaging in active listening
- 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: 10% office/classroom, 90% outside office including significant travel time.

Physical Requirements:

- The employee may be required to sit for extended periods of time
- The employee must occasionally lift and/or move up to 30 pounds
- *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. Must have own personal vehicle or appropriate access to transportation
3. Successful completion of a background investigation (including a fingerprint criminal history check; see http://www.pps.k12.or.us/files/security-services/Disqualifying_convictions.pdf for more information)

Application Procedures: Interested candidates should submit a cover letter addressing their qualifications for the position and why they are interested in joining the NAYA Family Center team. Please also enclose a NAYA application and your resume. Applications and the official position description can be obtained online at <http://www.nayapdx.org/about/jobs>

Application Deadline: Open Until Filled

Attention: Incomplete applications will not be considered. 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

NAYA Family Center | Position Description: **Community Education Worker**

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