



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:	Domestic Violence Housing Advocate (DVHA)
Department/Program:	Family Services Department
Compensation:	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, 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 9am-6pm, however, actual hours worked (including evenings and weekends) may be quite flexible and are based on client need/availability.
Supervision:	No supervisory requirements
Reports To:	Healing Circle Manager
Job Location:	Portland, OR
Created/Revised:	August 2016

Position Description:

The Domestic Violence Housing Advocate assists domestic violence survivors’ efforts to obtain housing resources and support from public and private organizations (including landlords, employers, and government agencies). The Domestic Violence Housing Advocate’s responsibilities center on building relationships with the program’s diverse clientele by fostering trust and supporting their strengths and capabilities in a fully engaging manner (regardless of clients’ backgrounds, personal histories, and/or household compositions).

Duties include providing a range of support services directly to households assigned to caseload, as well as performing auxiliary tasks that indirectly facilitate overall quality and integrity of services provided. Duties take place where they are most effective; consequently the Domestic Violence Housing Advocate may spend a significant amount of time out in the field (such as homeless camps, shelters, or at client’s current residence). This position is primarily a direct service position (80%), with the balance of the time (20%) spent performing general administrative tasks and service coordination.

Essential Functions:

- Provide direct outreach and housing placement services to domestic violence survivors who are experiencing homelessness, including:
 - Actively advocating on behalf of clients seeking to improve their housing situation
 - Working collaboratively with clients to address their full housing needs
 - Performing outreach at times/locations best suited to clients/potential clients (such as going to apartments, cars, parks, homeless encampments, domestic violence and homeless shelters, and other locations where people camp)

Essential Functions Continued:

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- Assess domestic and/or sexual violence client's needs/strengths, develop personalized safety plans, case plans, and determine appropriate plan to remove housing barriers.
- Establish and nurture relationships that encourage survivors at all stages of the housing placement process, by emphasizing a strength-based, trauma informed approach.
- Complete and track Safety and Stabilization Assessments as well as make and accept referrals to/from the Resource Coordination Team
- Initiate and support processes that reduce harm to survivors and promote transition into permanent housing, including:
 - Integrating and connecting survivors with appropriate supports and community resources (such as employment or financial assistance)
 - Locating, coordinating, and/or providing transportation services
- Facilitate actual transitions into more stable housing situations, including:
 - Assisting survivors with moving their belongings into and out of camps/apartments
 - Providing logistical support and communication with service providers and other stakeholders (such as landlords, utility companies, etc.)
- Provide and maintain continued support to promote housing stabilization with recently housed survivors for an appropriate minimum time length (usually three months or longer), including:
 - Regularly visiting newly placed survivors in their homes
 - Building constructive relationships with landlords
- Build and maintain collaborative relationships with property managers, police, social service agencies, businesses, and neighborhood organizations, including:
 - Working with area landlords to ensure and expand housing options for survivors
- Maintain documentation in a timely, thorough and accurate manner in accordance with agency guidelines and as required by funding sources
 - Gathering basic demographic information (such as age, educational level, family and/or intimate relationship information, and current living situation)
 - Documenting and recording all client information and interaction
 - Assisting in database management, including entering client data
 - Preparing required activity reports and participating in program evaluation activities (such as programmatic and fiscal reports)

Additional Duties:

- Other duties as assigned by Director of Family Services
- 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), Service Point, etc.
 - Participate in trainings and/or meetings to ensure program outcomes are achieved

Additional Duties, Continued:

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- 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:

- Bachelor's Degree in Social Work, Human Services, or similar field required
 - An equivalent combination of education and experience may be an acceptable substitute
- Knowledge of underlying issues impacting the intersection of domestic violence and homelessness required
- Knowledge of local community resources, emergency services, and social service agencies, especially with low-income and ethnic minority clientele required
- Knowledge of the "Housing First" model of service delivery preferred
- 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
- 40 hour DV/SA training preferred

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st 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
- Two (2) years of experience working with survivors of domestic violence and homeless individuals and/or families required
- Experience using the Assertive Engagement model of service delivery preferred
- Demonstrated experience working with landlords/property management preferred

Skills:

- Ability to communicate with and develop positive relationships, including skills such as:
 - Listening in a non-judgmental way
 - Using respectful language
 - Being direct and clear as appropriate
 - Honoring client confidentiality
 - Communicating effectively with both young people and adults
- Ability to respect and honor cultural and human diversity, including:
 - Exhibiting an awareness of commonalities and differences (such as gender, race, age, culture, ethnicity, class, religion, disability) among youth of diverse backgrounds and shows respect for those of different talents, abilities, sexual orientation and faith
 - Building on diversity among and between individuals to strengthen the program community and the community at large
 - Serving as a role model for the principles of inclusion and tolerance
 - Understanding and respecting culture of youth/families
- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding clients
- Ability to connect with clients in a manner that successfully motivates them to achieve better outcomes
- Ability to develop and maintain professional and trusting relationships
- Ability to actively support and work with broadly diverse staff, participants, and community members
- Ability to work independently and efficiently in a variety of community-based, non-traditional settings

Qualifications, Continued:

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- Ability to work in an interdisciplinary team setting
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
- 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 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. Successful completion of a background investigation (including a fingerprint criminal history check)

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 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
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E-mail: hr@nayapdx.org