



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:	Learning Center Advocate
Department/Program:	Youth and Education Services/Cultural Arts
Compensation:	Starts at \$15.00 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, Full-Time, Non-Exempt
Hours:	General working hours are 11am-8pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Cultural, Education, and Wellness Manager
Job Location:	Portland, OR
Created/Revised:	January 2019

Position Description:

The Learning Center Advocate is responsible for supporting the Culture Education and Wellness Manager, Cultural Arts Coordinator and Recreation Coordinator in providing enrichment activities within the Youth and Education Services Department. This position provides direct support to Native American students by helping to support transportation, weekly after-school activities, seasonal camps, bi-weekly community cultural arts nights and recreational activities.

This position is responsible for completing assigned program activities that comply with funding requirements and agency program goals to provide direct support to American Indian and Alaska Native students in developing skills, knowledge and abilities to succeed in educational achievement. The Youth Advocate will work closely with youth to assist in the completion of academic programs and to improve reading, writing and math competencies. The Youth Advocate will need to be able to effectively communicate with students, parents, teachers and school officials. The NAYA Family Center is equipped with an up-to-date computer lab, Internet access, and a small library. This position is primarily a direct service position (75%). The remaining time will be dedicated to record keeping and general administrative tasks.

Essential Functions:

- Provide outcomes based student assessment, strength based interventions, activities, academic counseling and support for 15-20 Native American Middle and High school aged youth in coordination with families
- Provide students with academic supports; ensure students have access to educational skills and life-skill development programming, as well as any programs or opportunities that the students demonstrate an interest in or need based on youth assessment
- Perform educational advocacy on behalf of students with local schools and/or educational agencies
- Establish and maintain effective working relationships with local schools and/or educational agencies
- Prepare written correspondence and/or program documents as required
- Perform assessment of family strengths to identify capacity to support student; develop support agreement with parent/guardian/significant family member to support student; develop and conduct parent/guardian skill building workshops

Connect student with services:

- Identify and recommend NAVA Family Center programs or other community resources as needed and appropriate
- Disburse student/client assistance funds including bus tickets and school supplies in compliance with funding source and program priorities
- Refer students to the following programs, as well as support the student in an effort for the student to find success in these programs:
 - Learning Center: coordinate academic support with tutors and increase participation in the Learning Center through community outreach. Provide one-on-one and/or small group tutoring for youth during Learning Center hours, or during after-school times as well as serve as a teaching/subject resource for tutors
 - Skill Based learning opportunities: Plan, coordinate, teaches classes/workshops that develop youth skills and knowledge so that youth have higher success rates in the classroom, testing and overall academic success in schools
- Field Trips: Organize and coordinate fields trips that intellectually stimulate and encourage NAVA Family Center youth participation in accordance with agency policy and procedures

Transportation:

- Assist the Youth & Education Services Department with the coordination of transportation for students (i.e. tutoring, field trips, etc.) and provide transportation for youth using agency vehicles
- Provide transportation of clients as needed using agency vehicles and following agency vehicle reservation and check-out guidelines. Assist with picking up students from their

NAYA Family Center | Position Description: Learning Center Advocate

schools and bringing them to the NAVA Family Center for services as well as assist with dropping students off at home after programming ends

Data Collection:

- Input data, and maintain NAVA and/or contractually required information database systems to track client information.
 - Includes documenting weekly case management services to students in accordance with agency policy and procedures (including use of comprehensive client database).
 - Includes entering client data, assisting and/or preparing periodic reports
 - Database examples include but are not limited to: Efforts to Outcome (ETO), Synergy, and Service Point

Support the after school and cultural arts programming activities generally:

- Assisting with Culture Night planning, enrollment, and activities.
- Leading youth in Cultural Arts and Education activities.
- Supporting after school Cultural Arts activities, Monday - Thursday, 2:30 - 6:00 pm.
- Collect and record client data and evaluation tools for the purposes of data entry as well as grant requirements. Data entry and evaluation will take place for both the youth participants and adult volunteers.
- Collect and record all in kind donations and services for grant reporting purposes.
- Assist in database management, including entering client data.
- Create flyers/media print/newsletter articles/community list-serve and website postings promoting and advertising cultural arts activities and classes.
- Maintaining and upgrading all programming areas.
- Purchasing and inventory of after school and cultural arts supplies and maintain storage.
- Assist with the preparation for an end of the year event for Dance, Regalia and Drum class students.
- Youth Nights/Field Trips: Many Recreation activities will be held on weekends and evenings. It is the expectation that the Learning Center Advocate will have a flexible schedule in order to accommodate being present and participating in these activities.
- Outreach to community for events and activities.

Additional Duties:

- Other duties as assigned by Culture Education and Wellness Manager or Youth and Education Services Director
- NAYA Family Center is a team and community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team, participate actively in cross-departmental NAYA team projects and to contribute to fostering a safe and secure environment for community members and staff.

Additional NAVA 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, Synergy, 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 and Training:

- Bachelor's Degree in Education or Social Work or similar field required
 - A combination of equivalent education and experience may be an acceptable substitute
- Three (3) years of experience in educational support, youth development and/or human services with low income and culturally diverse populations
- Demonstrated ability managing a moderate number of clients/cases
- 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
- Knowledge of and experience in implementing youth programs.
- Knowledge of Native American cultural arts and dance
- Experience with basic traditional teachings and practices.

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

Additional 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 ability coordinating groups, especially youth or volunteers

Skills:

- Ability to deal with different people and situations appropriately, including effective communication with multiple stakeholders including Tribal members, parents, students,

NAYA Family Center | Position Description: Learning Center Advocate

Tribal leaders, and school staff

- Communication skills, active listening, verbal and written, including public presentation skills
- Strong Community Building Skills
- Proficient computer skills

including:

- Web-based research
- Word Processing
- MS Excel
- Database use
- Email

Work Environment: 85% after school classroom, 15% 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 NAVA Family Center's liability insurance policy)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see [http :\(\[www.pps.k12.or.us/files/security-services/Disqualifying convictions.pdf\]\(http://www.pps.k12.or.us/files/security-services/Disqualifying convictions.pdf\) for more information\)](http://www.pps.k12.or.us/files/security-services/Disqualifying%20convictions.pdf)

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: Open until 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

NAYA Family Center | Position Description: **Learning Center Advocate**

employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please send application materials to:

Human Resource Department
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org