



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:	Parent Involvement Advocate
Department/Program:	Youth & Education Services Department
Compensation:	Starts at \$18.00-\$20.00 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 ten 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 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned. [40 hours per week/On-Call].
Supervision:	No supervisory requirements
Reports To:	Youth Advocacy Manager
Job Location:	Portland, OR
Revised:	May 2019

Position Description:

This position is responsible for completing assigned program activities that comply with funding requirements and agency program goals. The Parent Involvement Advocate will provide direct support to American Indian and Alaska Native families in developing skills, knowledge and abilities to help their children succeed in the educational school system. The Parent Involvement Advocate will need to effectively communicate with parents, teachers, school officials, students, NAYA staff, among others, in order to advocate on behalf of families. This position is primarily a direct service position (75%). The remaining time will be dedicated to record keeping and general administrative tasks.

Essential Functions:

- Advocate on behalf of the student to achieve academic and/or educational success, including:
 - Facilitating communication between students, their families, and educational and other service providers and stakeholders
 - Establishing and maintaining effective working relationships with local schools and/or educational agencies
 - Preparing written correspondence and/or program documents as necessary
 - Encouraging families to be involved in their child’s education by providing access to tools that will make them feel comfortable advocating on behalf of their child
 - Understanding the IEP and 504 process and supporting youth and their family with the IEP and 504 process when appropriate

Essential Functions, Continued:

- Connect students and their families to academic and/or educational supports, resources, and programming, including:
 - Ensuring students have access to educational skills and life-skill development programming
 - Ensuring students have access to any programs or opportunities that the students demonstrate an interest in or need based on youth assessment
 - Referring students to other NAYA programs as appropriate (such as the Learning Center, Cultural and Recreation programming, Family Nights, etc.), as well as external programs that may benefit the youth or his/her family and is in accordance with the student's service plan
 - Assisting with NAYA activities including Family Nights, Cultural Arts, and Recreation programming as well as seasonal programming and camps
- Improve ability of student's family to support academic success, including:
 - Performing formal assessments of family's strengths in order to determine capacity to support student (including identifying strengths and weaknesses)
 - Developing support agreements with parent/guardian/significant family members to support students and improve academic outcomes
 - Developing and conducting and conduct parent/guardian skill-building workshops
 - Coordinating and organizing monthly workshops and weekly parenting groups (utilizing the Strengthening Families Curriculum and/or the Positive Indian Parenting curriculum) to encourage parents and families to be actively involved in their child's education
 - Facilitating access to other parenting classes, support groups, and similar resources as necessary
- Provide transportation of clients as needed using agency vehicles and following agency vehicle reservation and check-out guidelines, including:
 - Assisting with picking up students from their schools and bringing them to the NAYA Family Center for services
 - Assisting with dropping students off at home after programming ends
- Prepare reports and documentation necessary to track effectiveness of services provided, including:
 - Preparing program planning activity worksheets and supplementary educational materials for students (in accordance with program guidelines)
 - Preparing required activity reports
 - Participating in program evaluation activities as necessary (including programmatic and fiscal reports as required by funding sources)

Additional Duties:

- Other duties as assigned by the Youth Advocacy Manager and/or the Director of Youth and Education 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), eSIS, Synergy, ServicePoint
 - 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

NAYA Family Center | Position Description: **Parent Involvement Advocate**

Qualifications:

Education & 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
- Master's Degree in Education or Social Work or similar field preferred
- Knowledge and expertise in working with families and advocacy on education issues required
- 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)

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
- Three (3) years of experience in educational support, youth development and/or human services with low income and culturally diverse populations required
- Demonstrated ability to develop new programming required
- Demonstrated ability to work independently required
- Demonstrated ability to manage a case load of 20-30 clients and/or families efficiently and effectively required

Skills:

- 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: 60% office/classroom, 40% outside office including travel time.

Physical Requirements:

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *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)

NAYA Family Center | Position Description: **Parent Involvement Advocate**

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: Monday, May 27, 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
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org