



Native American Youth and Family Center

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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:	Promise Neighborhood Youth Advocate
Department/Program:	Youth and Education Services
Compensation:	Starts at \$16.00 hourly or commensurate with experience
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. 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 three 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.
Supervision:	No supervisory requirements
Reports To:	Youth Advocacy Manager
Job Location:	Portland, OR
Revised:	August 2019

Position Description:

The Albina Rockwood Promise Neighborhood Initiative is designed to drive equity through culturally specific and responsive services in the Albina (N/NE Portland) and Rockwood (East County) neighborhoods in Multnomah County. In collaboration with six community based organizations this Initiative will serve schools in both the Portland Public and Reynolds School districts to provide a “cradle to career” pipeline of services to students and families supporting a successful transition into college and/or career. The Promise Neighborhood Youth Advocate is responsible for a caseload of 35-40 students at a specific middle school or high school site. NAYA’s approach to service is comprehensive and serves the “whole child” and crosses all of their environments; home, school and community. To effectively provide services across these environments, the Advocate develops partnerships with parents, schools and community organizations. The Advocate provides intensive case management, in school, after school and summer programming which provides opportunity to consistently encourage youth development and create Positive Contributing Community Members. Advocates establish meaningful relationships with youth and their families based on mutual respect. By using this model Advocates gain permission to guide, teach, motivate, and inspire youth. This is a full time position with full benefits and will report to the Youth Advocacy Manager. 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 a

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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:

- Develop strong relationships with students and their parents utilizing NAYA's Relational Worldview Model (RWM).
- Create an Individual Success Plan (ISP) supporting school performance and academic, social and career goals using the Relational Worldview Model principles and tools.
- Provide classroom instruction and tutorial assistance.
- Provide individual and group advocacy.
- Develop, facilitate and coordinate activities for afterschool and summer programming.
- Monitor daily attendance, behavior and academic progress of participants.
- Enter data into ETO database including; case notes, ISP, student participation etc. on a weekly basis
- Serve as advocate between students and school staff.
- Attend parent/teacher conferences, as needed.
- Attend and participate in regular agency, partner, and school staff meetings.
- Maintain records and files ensuring confidentiality for all students.
- Coordinate program activities and student participation with Parent Involvement Advocate.
- Prepare a monthly narrative program report (Monthly Summary) and any other required documentation.

Additional Duties:

- 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 schools and bringing them to the NAYA Family Center for services as well as assist with dropping students off at home after programming ends
- Understand and adhere to confidentiality
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff
- 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
- Other duties as assigned by Youth Advocacy Manager

Qualifications:

Education & Training:

- A Bachelor's Degree in Education, Social Work, Psychology or a related field is recommended
- A minimum of two (2) years of college level study plus (2) years of experience directly working with youth in an educational environment may be substituted for education requirement

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:

- Case management experience highly desired

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- Experience working within diverse populations, specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization. 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

Skills:

- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Ability to successfully motivate and connect with others.
- Ability to be a positive role model and maintain positive relationships
- Must be highly organized and self-motivated with effective time management skills
- Creative problem solving skills
- Communication skills, active listening, verbal and written, including interpersonal skills
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: 75% office/classroom, 25% 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)

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

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Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>

Application Deadline: 09/02/2019

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