



# Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | 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

<b>Position:</b>	<b>Midtown Co-Located Advocate</b>
<b>Department/Program:</b>	Family Services Department; Healing Circle Program
<b>Compensation:</b>	Starts at \$17.00 hourly or commensurate with experience
<b>Benefits:</b>	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 3 months of employment.
<b>Employment Status:</b>	Regular, .5 FTE, Non-Exempt
<b>Hours:</b>	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Healing Circle Manager; DHS Site Supervisor
<b>Job Location:</b>	Based off-site, with some requirements to report to the main NAYA location, at: Department of Human Services Midtown Child Welfare Office 1425 NE Irving Street Suite 400 Portland, OR 97232
<b>Created/Revised:</b>	November 2019

### Position Description:

NAYA Family Center partners with Oregon State’s Department of Human Services Child Welfare program to provide culturally relevant support and assistance to victims of domestic violence. The Advocate’s duties include providing immediate crisis intervention services, advocacy, ongoing support and educational services to program participants. This position is primarily a direct service position (80%), with the balance of the time (20%) spent performing general administrative tasks and service coordination. Due to the predominantly off-site working arrangement, excellent (articulate, ample, and consistent) communication skills and an ability to work independently (setting priorities, managing workload, and staying organized) is crucial to the success of this position.

### Essential Functions:

- Manage case load of program participants to ensure compliance with funding sources, utilization of strength-based interventions, and doing so in a way that best meets clients’ needs and is in accordance with agency policies and procedures, including tasks such as:
  - Performing intakes and assessments
  - Coordinating access to housing services
  - Providing clients information and referrals
  - Client advocacy (through both face-to-face meetings and telephone contact)

## Essential Functions, Continued:

- Provide intervention, counseling, support, and education for victims of domestic violence and sexual assault, including:
  - Access to emergency/crisis intervention supplies
  - Transportation services
  - Advocacy on behalf of clients and programmatic needs
- Coordination and facilitate access to critically needed resources and services by identifying and developing critically needed resources for clients by contacting and collaborating with key staff members in the Portland Metropolitan Area's housing and social service organizations that provide for pregnant or parenting teens, adults, singles and families
- Disburse client assistance funds and supplies in compliance with funding sources and program priorities
- Provide community outreach and/or training on culturally-competent Domestic Violence advocacy and Sexual Assault prevention to staff at the Department of Human Services Midtown Child Welfare Office

## Additional Duties:

- Other duties as assigned by Healing Circle Manager; DHS Site Supervisor
- 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, 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 & Training:

- Bachelor's Degree in Social Work or related field required
  - An equivalent combination of education and experience may be an acceptable substitute
- Knowledge of local housing, community, and social service resources (including emergency resources and other resources related to housing, homelessness and eviction) 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
- Experience and/or knowledge with regard to working with DHS state agencies

### Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1<sup>st</sup> Aid and Automatic External Defibrillator (AED)
- 40 hour Domestic Violence Basic Advocacy Training for Oregon State strongly preferred

### 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) or more years of experience working in human and/or domestic violence services

### Skills:

- Ability to manage and maintain a high-volume caseload of participants efficiently

# NAYA Family Center | Position Description: **Domestic Violence Advocate – DHS Midtown**

- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed clients

## Skills, Continued:

- Ability to be extremely flexible when managing changing priorities and schedules, without compromising quality of outcomes, ability to complete tasks, or uphold commitments
- 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:** 70% office/classroom, 30% outside office including travel time.

## **Physical Requirements:**

- Lifting a maximum of 30 pounds, sitting for extended periods of time.
- The employee may be required to sit for extended periods of time.
- *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

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

**Please send application materials to:**

# **NAYA Family Center** | Position Description: **Domestic Violence Advocate – DHS Midtown**

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](mailto:hr@nayapdx.org)