



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

Position:	Home Repair Program Coordinator
Department/Program:	Community Development
Compensation:	\$50,000 - \$55,000
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation. 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, Exempt
Hours:	General working hours are 9am-6pm; evening meetings and occasional weekend events are required
Supervision:	No full-time staff supervision requirements; supervises multiple contractors
Reports To:	Housing to Homeownership Manager
Job Location:	Portland, OR
Revised:	February 2020

Position Description:

We are looking for a self-motivated, organized, and dedicated individual capable of managing multiple funding streams and budgets, contractors, and clients with critical home repair needs to manage NAYA’s Home Repair program. This program receives applications from homeowners living in unsafe, inefficient, and/or unhealthy homes who need support to avoid having to make difficult and sometimes unnecessary decisions, like leaving their home. Intentional and targeted client outreach and case management is critical. The Home Repair Program Coordinator must be capable of overseeing multiple budgets and funding streams, as well being a guide for clients to access partner resources. This position is responsible for serving approximately 50 home owners a year, which means managing multiple contractors and competing schedules. This individual must be capable of building and maintaining strong working relationships with multiple stakeholders including clients, community partners, the Portland Housing Bureau, Multnomah County, and contractors.

Essential Functions:

- Targeted client outreach, assessment, and enrollment
- Development of project scope of work for each client/project
- Contractor supervision/management: request multiple bids, contract development and management, and oversee a small RFP process when necessary
- Coordination of multiple community partners for eligible clients and projects
- Oversee approximately 50 home repair projects through successful completion annually
- Participant follow up and evaluation at 6, 12, and 18 months
- Monitor multiple contract/grant budgets, manage disbursement of multiple funding streams, and maintain accurate financial records in partnership with the Community Development department’s finance liaison and Housing to Homeownership Manager

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- Ensure regular, thoughtful, and accurate communication between contractors, clients, and contract managers
- Develop and maintain internal and external data systems to track the progress, challenges, and successes of the program and clients
- Maintain current and accurate participant files including case notes, financial records and income documentation; track demographic information and enter all client contact and case data in client management systems
- Carefully navigate critical community partnerships
- Research and apply for grants that are in strategic alignment with departmental goals

Additional Duties:

- Attend to a broad range activities while still using time effectively and efficiently
- Break down complex concepts and projects into easy to follow steps, create deadlines and tasks, anticipate and adjust for change, set goals and evaluate results
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Support the coordination of 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)
 - Work as an active member of the Community Development Department
 - 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 the Housing to Homeownership Manager

Qualifications:

Education & Training:

- Bachelor's Degree in non-profit management, social work, property development or management, or minimum 3 years demonstrated work experience in an applicable field
- 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
- Demonstrated abilities include: project management, contract management, and successful client outreach and case management.
- Experience supervising contractors
- Ability to recognize problems and gather relevant information from a variety of sources and respond effectively to identified problems.
- Strong communication skills demonstrating an ability to organize and facilitate meetings, community events and presentations to a variety of audiences.
- Home Repair and contractor management experience preferred.

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Skills:

- Strong leadership, planning, communication, and budget management
- Comfortable speaking in large groups and with individuals
- 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
- Strong computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: Approximately 70% program/staff management and oversight, 30% participating, attending or coordinating community events and/or building critical relationship. Not one week is the same for this position.

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 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: February 28, 2020

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
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org