



# 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>KEEP Foster Parent Recruiter</b>
<b>Department/Program:</b>	Family Services/Foster Care
<b>Compensation:</b>	\$22.00 hourly non-negotiable
<b>Benefits:</b>	Most employee benefits are prorated by FTE percentage, including paid time off, accruals of sick and vacation hours. NAYA recognizes 12 paid holidays per calendar year. NAYA also provides medical, dental, 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>	Part-Time, 30 hours or 75% Full-Time Equivalency, non-exempt, Regular
<b>Hours:</b>	General working hours are 9am-6pm and some evenings
<b>Supervision:</b>	No supervisory Requirements
<b>Reports To:</b>	Foster Care Manager
<b>Job Location:</b>	This position is mobile and there will be travel throughout Oregon State
<b>Created:</b>	February 2020

### Position Description:

The Foster Parent Recruiter is responsible for identifying, contacting, and registering eligible foster parents for KEEP support and training groups. Additionally, the Recruiter provides presentations to, and forges community partnerships with, organizations that interface with the Child Welfare system. The Foster Parent Recruiter meets regularly with foster parent certifiers, DHS caseworkers, community partners, and others to provide an overview of the program and solicit referrals. The Foster Parent Recruiter maintains a collaborative working relationship with the Oregon Department of Human Services, Oregon Social Learning Center, and Options Counseling and Family Services.

The applicant should have strong social skills, time management skills, problem-solving skills, and excellent communication skills. The applicant should demonstrate the ability to work with populations with diverse cultural and socio-economic backgrounds. Applicant should be comfortable with computer use and able to enter attendance and other data with a high level of attention to detail. The applicant must be able to engage in the coaching process—specifically, to be receptive to feedback, willing to role-play, and willing to try new skills.

### Essential Functions:

- Attends training with the KEEP Oregon Project’s Recruitment Lead, Anthony Fox
- Identifies possible referral sources and performs outreach
- Meets with DHS and community partners to solicit referrals
- Prepares and provides public speaking presentations
- Researches and forges partnerships with community agencies
- Connects with referred foster parents by phone, email, and/or text
- Explains program details and benefits

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- Fields questions about the program
- Completes intake questionnaire
- Accurately records and inputs information
- Maintains spreadsheets for tracking outreach efforts and completed intakes
- Takes part in regular calls with DHS recruitment Liaison
- Maintains client confidentiality at all times
- Coordinates with KEEP Group Leaders

## **Additional Duties:**

- Other duties as needed assigned by Foster Care Manager
- Additional Foster Parent Recruiter Duties, Requested Skills:
  - Experience or knowledge of Child Welfare
  - Experience in a Social Service field
  - Experience providing outreach and presentations
  - Experience building coalitions
  - Spanish language proficiency is desired but not a requirement
  - Experience in trauma-informed practices, adult education, and/or peer support groups
- 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), 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:

- Associate degree with health and human service or a Bachelor of Social worker preferred
- 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 Cardiopulmonary Resuscitation (CPR), 1<sup>st</sup> 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

### Required Experience and Skills

- One – two years of office/administrative experience
- Public speaking ability
- Demonstrated competence with Excel, Microsoft Word, and web-based applications Cultural competence and humility

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**Work Environment:** 10% office Data Entry, 90% outside office including travel time.

**Physical Requirements:**

- Lifting a maximum of 30 pounds
- 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:** travel will 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: March 10, 2020**

**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](mailto:hr@nayapdx.org)