



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:	Community Health Worker – COVID-19
Department/Program:	Youth & Education Services Department
Compensation:	\$15.00 - \$17 hourly
Benefits:	Sick leave can be used on the 91 st day of employment. Sick leave accrues at the rate of 1 hour of sick leave per 30 hours worked, per state law.
Employment Status:	Temporary (limited duration, not to exceed 1,000 hours), through December 30, 2020), Part-Time (35-50% FTE), Non-Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned. 14-20 hours per week.
Supervision:	No supervisory requirements
Reports To:	Youth and Education Services Director
Job Location:	Portland, OR
Created/Revised:	September 24, 2020

Position Description:

Community Health Workers (CHWs) are frontline public health workers who are trusted members of and/or have a deep understanding of the community they serve. Being in a trusted position allows the CHW to serve as a bridge/liaison between health/social services and the community to ensure access to services, and that these services are delivered in a way that respects the unique culture, strength, resiliency of the community. CHWs also build individual and community capacity by increasing health knowledge and self-sufficiency through a range of activities such as outreach, community education, informal counseling, social support, and advocacy.

This position will be working directly to support Native American and Alaska Native community members who have been diagnosed with COVID 19. This position is primarily a direct service position with the balance of time dedicated to record keeping and general administrative tasks.

Essential Functions:

The CHW will support individuals, families, other household members, and close contacts to:

- Support county contract tracing and community testing efforts
- Provide culturally centered education on COVID symptoms monitoring and prevention
- Provide informal counseling and emotional support to cope with social isolation
- Support navigation and advocacy for various essential social services and resources (e.g., access to food, housing support)
- Provide additional support/education for individuals/families with chronic conditions
- Support/coordinate care with health systems

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In addition, the NAYA Family Center and the CHW will be an active participant in the COVID CHW Response team, coordinated by Public Health Community Partnerships and Communicable Disease Services units. Working together, the CHW Response Team will continuously improve the process and implementation.

- Collaborate and build partnerships with other stakeholders for the community health program, as well as NAYA Family Center, including:
 - Identifying and recommending NAYA Family Center programs or other community resources as needed
 - Establishing and maintaining effective working relationships with health and social service providers
- Prepare reports and administrative tasks related to program operations, including:
 - Preparing and submitting monthly reports
 - Preparing written correspondence and/or program documents as required
 - Performing ongoing data entry, such as entering client data into required databases
- Ensure that knowledge of policies, procedures, and implementation of the community health program is up-to-date and comprehensive, including:
 - Attending CHW trainings and conferences held in the greater Portland-Metropolitan area including:
 - Multnomah County Health Department CHW/COVID training
 - FGC Partner meeting
 - Native organizations CHW team meetings
 - COVID CHW Response Team meetings
 - Reading and understanding new materials as they are distributed to CHWs

Additional Duties:

- Other duties as assigned by 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), 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:

- Equivalent to completion of the twelfth grade.
- 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

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- One (1) or more year of experience in direct service, education support, youth development, and/or human services with low-income and/or culturally diverse populations preferred
- Strong background in working with the Native American/Alaska Native culture and understanding the nuances of the cultural values and beliefs of the community including the history,
- An understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required
- Must be able to maintain strict confidentiality and follow HIPAA policies and procedures.
- Self-motivation and the ability to work independently with strong analytical and problem solving skills.

Skills:

- Ability to communicate effectively, both orally and in writing and engaging in active listening
- Ability to collaborate with others as an active and productive team member and team leader (including staff members, community volunteers, and program participants)
- 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 interact with people and situations appropriately, including effective communication with people from diverse backgrounds
- Proficient computer skills including:
 - Web-based research
 - Microsoft Office computer programming including Word and Excel
 - Database use
 - Outlook Email and calendar

Work Environment: 75% office/classroom/home/remotely, 25% outside office including travel time. Much of the position will happen through telework (video conferencing and telephone) during the COVID-19 crisis.

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 or must be able to obtain one upon hire (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy which requires an Oregon or Washington)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf for more information)
3. Successful completion of a DHS Background Check Unit

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:

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