



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:	Early Childhood Services Manager
Department/Program:	Family Services/Early Childhood
Compensation:	Starts at \$55,000 \$57,000 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 3 months of employment.
Employment Status:	Regular, Full-Time, Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	Early Childhood Services staff
Reports To:	Director of Family Services
Job Location:	Portland, OR
Created/Revised:	September 2020

Position Description:

This position is responsible for management and oversight of the Parent Support/Home Visiting/Early Head Start section of the Early Childhood Services Program, which operates in a team-based work environment and focuses on a wide range of services for youth and families, including support programs for youth and families involved in the DHS Child Welfare system, parenting education, and early childhood programs. Duties include supervision, evaluation, and hiring of program staff, management of Federal, State, City, County, and foundation grants and attending all applicable trainings and required service coordination meetings for those grants. Work with State of Oregon Department of Human Services, private and non-profit organizations at the local, regional and national level; coordination and oversight of fundraising activities; and some direct case management of families (which involves advocacy and attention to the multiple needs of youth and families accessing early childhood programming, as well as the provision of family support to relative and foster families raising non birth children).

Essential Functions:

- Manage Parenting Support/Home Visiting/ Early Head Start Program Staff, including:
 - Day-to-day supervision of staff and interns, holding individual supervision meetings weekly, holding formal program meetings weekly, conducting performance evaluations, and creating and maintaining all associated documentation for employee supervision files
 - Hiring new staff, including facilitating all aspects of recruitment, screening, and selection in conjunction with Human Resources and the Director of Family Services
 - Providing orientation, training, and ongoing support to newly hired staff
- Provide a full range of professional social work services to youth and their families, including:

Essential Functions continue:

- Plan and support staff in providing intervention, activities, counseling, and support for Native American youth, in coordination with families.
- Provide support and supervision to all early childhood programming, including home visiting programs
- Make independent decisions about how to best provide support for youth and their families
- Oversee the disburse client assistance funds, including family grants, support services, transportation vouchers, and school supplies in compliance with funding sources and department/agency priorities
- Coordinate outreach and collaborate with local and state public, private and tribal social services agencies in order to meet the vast needs of program clients, including:
 - Establish and maintain partnerships with other social service agencies in order to provide referrals and coordinate responses
 - Maintain and develop early childhood resource lists and develop strong partnerships in the early childhood education field
- Oversee program finances and funding sources, including:
 - Provide financial oversight for program budgets and monthly expenditures
 - Oversee the quality and completion of all related paperwork
 - Meet weekly with the Finance Department staff (or as necessary)
 - Participate in grant writing, grant reporting, and funding compliance requirements
- Apply knowledge of pertinent laws and best practices to the management of clients and services, including:
 - Have a clear understanding and working knowledge of the Indian Child Welfare Act (ICWA)
 - Provide training using the Positive Indian Parenting model
 - Have a clear understanding of best practice around early childhood education programs and implementation
 - Coordinate and implement all current requirements for social distancing, masks, cleaning, and any other safety related standards for the safety of all program participants and their families

Additional Duties:

- Other duties as assigned by Family Services Director
- Additional Early Childhood Services Manager Duties:
 - Participate in staff training in accordance with department/agency priorities
 - Attend meetings in accordance with department/agency priorities
- 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), and Service Point, Abila
 - 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 and/or equivalent experience required

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Qualifications continue:

- Master's Degree in Social Work or related field preferred
- Knowledge of the Indian Child Welfare Act, including its origins and current implications
- Knowledge of local community resources and emergency services
- 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
- Four (4) or more years of experience working in human services with low income and culturally diverse clients required
- Two (2) or more years of experience supervising a team (two or more) of staff members (including selection and performance management) required
- Demonstrated ability to manage a moderate caseload (20 or more clients) efficiently
- Demonstrated ability to manage relationships with partnering organizations or entities
- Demonstrated ability to engage in successful conflict resolution endeavors with staff, clients, or both

Skills:

- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Ability to organize, prioritize, and appropriately manage time when balancing the administrative needs of case management versus the logistical needs of staff and clients
- 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//home/remotely, 30% 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:

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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)
2. Successful completion of a background investigation (including a fingerprint criminal history check) 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: October 11, 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
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org