



# 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>Family Parenting Support Specialist</b>
<b>Department/Program:</b>	Family Services/Foster Care
<b>Compensation:</b>	Starts at \$18.00 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, Full-Time, 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>	Foster Care Services Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	September 2020

### Position Description:

Facilitate minimally two Annual 10-week Culturally specific parenting curriculum Parenting in 2 World workshops, provide case management to approximately 10 to 12 families for a period of 6 months post workshop. Provide support and supportive resources to the families while promoting Parenting in 2 worlds.

In the first year, specialist will network with community-based organizations including community partners and the Department of Human Services to build relationships necessary for program recruitment. Duties include conducting home-visits, maintaining regular contact with participants, communication, coordination of trainings and classes, and being able to work flexibly with parents to ensure child safety. All case management and outcomes will be entered into the ETO database weekly.

Due to COVID, the Family Support Specialist/Trainer must be comfortable with trainings and groups done remotely/virtually until it is safe to convene groups in person and on site at NAYA Family Center or other approved meeting locations.

### Essential Functions:

- Deliver Parenting in 2 Worlds groups virtually or in person
- Plan for groups with team members and coordinate delivery of groups to families
- Case manage their caseload of families – i.e. maintain regular contact via phone calls, texting, home visiting
- Record case management and enter into ETO Database System weekly
- Work with DHS partners and community partners to ensure child safety

## **Additional Duties:**

- Other duties as assigned by the Foster Care Services Manager
- Additional Family Support Specialist/Trainer Duties:
  - Weekly check ins via phone and home visit
- 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:

- Bachelor's Degree in Social Work or related field required
  - A combination of equivalent education and experience may be an acceptable substitute
- Knowledge and understanding of the Indian Child Welfare Act required
- Knowledge and understanding of the services provided by DHS (Department of Human Services) Child Welfare required
- Knowledge of local community resources, emergency services, and social service agencies, especially with low-income and ethnic minority clientele required
- Knowledge of Native American culture, arts, and practices 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:

- Bachelor's Degree or 3 years' experience in child abuse prevention or parent education/child development
- Knowledge within social work, child welfare, or child development field preferred
- Knowledge of Native American history, Indian Child Welfare Act an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience required

### 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
- Experience working within or with the Child Welfare System or Child Development/Education
- Experience working with children and families
- Demonstrated ability to lead groups independently or with their team
- Demonstrated strong communication skills developed through experience in work communicating in various styles and mediums, collaborating, resolving conflict, etc.
- Experience working at or in conjunction with the Department of Human Services Child Welfare preferred
- Demonstrated experience providing social services to families preferred
- Demonstrated experience in the areas of cultural arts and enrichment preferred

# NAYA Family Center | Position Description: Foster Care Support Specialist

## Skills:

- Ability to recruit and build caseload through NAYA events, existing NAYA programs, and NAYA partnerships
- Ability to case manage a caseload of 12-20 families to meet program requirements and outcomes
- Ability to lead Parenting in 2 World Groups virtually or in person
- Ability to enter program data into the Efforts to Outcome (ETO) Database system weekly
- 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:** 80% office/classroom/home-visit/remotely, 20% program indirect duties, including travel time. Much of the position will happen through telework (video conferencing and telephone).

## **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.
- Frequent use of keyboard, monitor, mouse, telephone and/or headset
- 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 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) see [http://www.pps.k12.or.us/files/security-services/Disqualifying\\_convictions.pdf](http://www.pps.k12.or.us/files/security-services/Disqualifying_convictions.pdf) for more information)

## **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

# NAYA Family Center | Position Description: Foster Care Support Specialist

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