



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:	Youth Parent Support Specialist
Department/Program:	Youth & Education Services, Outreach Program
Compensation:	Starts at \$20.00 hourly or commensurate with experience
Benefits:	Most employee benefits are prorated by FTE Percentage, including paid time off, insurance policy contributions, and 401K match. Paid time off includes accruals of sick and vacation hours and paid holidays. 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, Part-Time, 70% Full Time Equivalency, Non-Exempt
Hours:	General working hours are 9am-2pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Direct Services Manager
Job Location:	Portland, OR
Created/Revised:	September 2021

Position Description:

The Homeless Youth Parent Support Specialist will provide direct support to transition age pregnant and parenting youth in developing parenting skills and connecting to housing, childcare, and health resources. The Homeless Youth Parent Support Specialist will need to effectively communicate with NAYA staff, community partners within the Homeless Youth Continuum, landlords, medical professionals, and others in order to advocate on behalf of families. This position is responsible for completing assigned program activities that comply with funding requirements and agency program goals. This position is primarily a direct service position (80%). The remaining time will be dedicated to record keeping and general administrative tasks.

Essential Functions:

- Advocate on behalf of the youth participants in order to achieve housing and parenting success including:
 - Facilitating communication between youth, Youth Advocates, landlords and other service providers and stakeholders
 - Establishing and maintaining effective working relationships with Homeless Youth Continuum community partners, early childhood resources, landlords, and internal NAYA staff.
 - Providing access to tools and education that will make young parents feel comfortable advocating on behalf of their child(ren)
- Connect young parents to academic and/or educational supports, resources, and programming, including:
 - Ensuring youth participants have access to educational skills and life-skill development programming

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Essential Functions continued:

- Referring participants to other NAYA programs as appropriate (such as the Chxi San Playgroup, Early Childhood services, Family Nights, etc.), as well as external programs that may benefit the participant or his/her child(ren)
- Improve ability of Homeless Youth Parents to have success, including:
 - Developing and conducting and conduct parent/guardian skill-building workshops
 - Performing formal assessments of family's strengths in order to determine capacity to support young person (including identifying strengths and areas of imbalance)
 - Coordinating and organizing monthly workshops and weekly parenting groups (utilizing a Positive Indian Parenting Curriculum) to encourage parents to be actively involved in their child's education
 - Facilitating access to other parenting classes, support groups, and similar resources as necessary
- Provide transportation of clients as needed using personal or agency vehicles
- Prepare reports and documentation necessary to track effectiveness of services provided, including:
 - Preparing program planning activity worksheets and supplementary educational materials for parents (in accordance with program guidelines)
 - Preparing required activity reports
 - Participating in program evaluation activities as necessary (including programmatic and fiscal reports as required by funding sources)

Additional Duties:

- Other duties as assigned by Direct Services Manager and/or the 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:

- Bachelor's Degree in Education or Social Work or similar field required
 - A combination of equivalent education and experience may be an acceptable substitute
- Master's Degree in Education or Social Work or similar field preferred
- Knowledge and expertise in delivering parenting classes and/or curriculums 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), 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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Experience continued:

- Three (3) years of experience in educational support, youth development and/or human services with low income and culturally diverse populations required
- Experience with local housing advocacy and connection preferred
- Demonstrated ability to develop new programming required
- Demonstrated ability to work independently required
- Demonstrated ability to manage a case load of 15-20 clients and/or families efficiently and effectively required

Skills:

- 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: 50% office/classroom/home/remotely, 50% 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. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regimen) before start date.

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

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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