



# 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>Domestic Violence HUD Horizons Housing Advocate (DVHUD)</b>
<b>Department/Program:</b>	Family Services Department; Healing Circle Program
<b>Compensation:</b>	Starts at \$19.00 hourly, 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, 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>	Healing Circle Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	November 2021

### Position Description:

The Domestic Violence HUD Horizons Housing Advocate assists domestic & sexual violence (DSV) survivors’ with maintaining or obtaining safe housing using funds from the Department of Housing and Urban Development (HUD) The Domestic Violence HUD Horizons Housing Advocate’s responsibilities center on building relationships with the program’s diverse clientele by fostering trust and supporting their strengths and capabilities in a fully engaging manner (regardless of participants’ backgrounds, personal histories, and/or household compositions).

Duties include providing a range of support services directly to households assigned to caseload, as well as performing auxiliary tasks that indirectly facilitate overall quality and integrity of services provided. Duties take place where they are most effective; consequently, the Domestic Violence HUD Horizons Housing Advocate may spend a significant amount of time out in the field (such as homeless camps, shelters, or at participant’s current residence). This position is primarily a direct service position (80%), with the balance of the time (20%) spent performing general administrative tasks and service coordination.

### Essential Functions:

- Provide direct outreach and housing placement services to domestic/sexual violence survivors who are experiencing homelessness, utilizing a “housing-first” approach
- Disburse participant assistance funds and supplies in compliance with funding sources and program priorities
- Participate in Multnomah County’s Coordinated Access process for survivors of domestic violence seeking housing services; Resource Coordination Team (RCT) meetings and implementation meetings.
- Coordinate engagement with other domestic violence, mental health, anti-poverty, and legal service providers at the directive of the survivor

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## Essential Functions (continued):

- Utilize the Safety and Stabilization Assessment to refer survivors to the best available housing opportunity
- Apply knowledge of VAWA (Violence Against Women Act) protections and/or landlord/tenant laws
- Build and maintain collaborative relationships, logistical support, and communication with property managers and landlords, police, social service agencies, businesses, and neighborhood organizations.
- Provide and maintain continued support to promote housing stabilization with recently housed DSV survivors for an appropriate minimum time length (usually three months or longer).
- Provide community outreach/training to the community partners on culturally competent Domestic Violence and Sexual Assault prevention.
- Provide intervention, advocacy, support, and education for domestic/sexual violence survivors
- Maintain documentation in a timely, thorough, and accurate manner in accordance with agency guidelines and as required by funding sources.
- Attend and participate in agency, community, and staff meetings and trainings through NAYA Family Center and partner agencies as directed by the Healing Circle Manager and/or Family Services Director
- Represent NAYA Family Center and the Domestic Violence Program at community events and other interest generating opportunities

## Additional Duties:

- Other duties as assigned by the Healing Circle Manager
- NAYA Family Center is a team and community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team, participate actively in cross-departmental NAYA team projects and to contribute to fostering a safe and secure environment for community members and staff
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- 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, related field required
  - An equivalent combination of education and experience may be an acceptable substitute.
- Knowledge of local housing, community, and social service resources (including emergency resources and other resources related to housing, homelessness, and eviction) required.
- Knowledge of underlying issues impacting the intersection of domestic/sexual violence and homelessness required.
- 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
- 40 hour Domestic Violence/Sexual Assault training preferred.

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## **Qualifications continued:**

### Certifications/Credentials:

- Certificate of completion of forty (40) hours of Domestic Violence and Sexual Assault Training.
- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1<sup>st</sup> Aid and Automatic External Defibrillator (AED).

### Experience:

- Three (3) or more years of experience working in human and/or domestic/sexual violence services.
- 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 using the Assertive Engagement model of service delivery preferred
- Housing, HUD-funded programming and current knowledge of the Portland housing crisis highly preferred.

### Skills:

- Ability to manage and maintain a high-volume caseload of participants efficiently.
- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding participants.
- Ability to be extremely flexible when managing changing priorities, schedules, and situations, 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 communicate clearly and develop positive relationships using verbal, nonverbal, written communication skills, and public presentation skills in a non-judgmental, respectful, and confidential manner.
- Proficient computer skills including:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use examples include but are not limited to: Efforts to Outcomes (ETO), Service Point, etc.
  - Email

**Work Environment:** 10% office, 90% 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 may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.

## **Physical Requirements continued:**

- 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.
- 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.

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## 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).
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](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 regiment) 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
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 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)