



# 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

<b>Position:</b>	<b>Youth Career Skills Coach</b>
<b>Department/Program:</b>	Youth and Education Services (YES), College and Career Services
<b>Compensation:</b>	\$21 - \$25/hour
<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, 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>Supervision:</b>	No supervisory requirements other than occasional task supervision over youth Summer Staff and Summer Interns
<b>Reports To:</b>	Director of Youth and Education Services
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	December 2021

### Position Description:

The Youth Career Skills Coach provides career readiness and job preparation services for participants (youth ages 16-24) within the NAYA Family Center and its College and Career Services program in order to reach their career, training, and/or educational goals. The Youth Career Skills Coach provides services that are culturally specific and connects low-income Native American youth to the basic skills, credentials, and academic/life skills needed to enter and be successful in post-secondary education and/or career pathway employment. Duties include supporting participants to enhance their soft-skills and job search strategies, developing an individualized career plan, providing individual and small-group career readiness training, and helping youth seek and obtain work experiences and internship opportunities along with assisting youth to obtain the education and training needed to meet their goals. This position is primarily a direct service position (75%), with the balance of the time (25%) spent performing general administrative tasks, program planning, and service coordination.

### Essential Functions:

- Manage case load of Career Skills participants to ensure a successful path to self-sufficiency, and achieve project outcome goals in accordance with agency policies and procedures in a way that best meets clients' needs, including tasks such as:
  - Outreach to prospective program participants (recruitment and enrolling)
  - Performing intakes and assessments
  - Developing career and/or post-secondary education plans
  - Facilitating job search and placement
  - Coordinating work readiness and skill-building activities
  - Support program retention efforts by providing coaching and mentoring services to participants

## Essential Functions continued:

- Track and record performance data in NAYA internal database Efforts to Outcomes (ETO) and any other databases required by funders
- Provide career skills development coaching to at-risk youth facing barriers to program enrollment
- Develop culturally responsive goal planning tools and documentation resources that aid youth and the program in meeting goals and outcomes
- Provide information, referral, and advocacy for services and resources when a need or goal is identified to support a participant's success
- Disburse client assistance and incentive funds by tracking program progress and completed program activity in compliance with funding sources and program priorities
- Provide program narrative for reporting purposes and with the intent of evaluating program successes, challenges and improvement recommendations

## Additional Duties:

- Additional Youth Career Skills Coach Duties:
- Apply understanding of contractual guidelines and procedures, including enrollment and participant performance goals
- Staff the College and Career Center and all its activities including drop-in spaces including visioning, developing, and conducting or coordinating relevant classes and/or workshops to support youth career exploration and development
- Coordinate, staff, and conduct field visits and other college and career exploration activities including overnight campus visits and seasonal camps
- Site Administrator for Career Information Systems (CIS)
- Support summer staff and interns with their professional growth and development through training and ongoing oversight and support during summer programs
- 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:

- Bachelor's degree preferred; a combination of equivalent education and experience may be an acceptable substitute
- Knowledge of Native American history, an understanding of the diversity of the local Native American/Alaska Native community and issues surrounding the Urban Indian experience required
- General knowledge of the current local job market and needs and concerns of employers
- 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

# NAYA Family Center | Position Description: Youth Career Skills Coach

## Education & Training continued:

- Knowledge and expertise in working with individuals and families on economic self-sufficiency issues
- Knowledge of local community resources and experience with workforce system including trade and apprenticeship programs, and knowledge of social service agencies, especially with low-income and ethnic minority clientele

## Certifications/Credentials:

- 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:

- 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
- A minimum of two (2) years of experience in life performing direct services, social work, teaching, or similar youth development work with low-income and culturally diverse populations such as college and career readiness experience, life skills training, case management, employment/job development services, youth development, and/or human services (a combination of two years in these areas is acceptable and encouraged)
- Ability to manage and maintain a high-volume case load of participants efficiently
- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding clients
- Ability to connect with clients in a manner that successfully motivates them to achieve better outcomes
- 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 consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
- 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

## Preferred Experiences include:

- Demonstrated experience with youth who from diverse backgrounds including reservation based and urban Indian populations and those who may be pregnant or parenting; adjudicated or relating to the justice system; currently or formerly in foster care; and/or have left high school or are working with an alternative education program to receive diploma or GED
- Demonstrated experience with culturally specific college preparation and/or career skills development programs
- Demonstrated experience with pre-employment activities and job search development
- Demonstrated experience conducting needs assessments and initiating support services

## Skills:

- Ability to build strong relationships with youth from diverse backgrounds while building professional relationships with current and potential community partners including educational and career training institutions
- 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

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## Skills continued:

- Word Processing
- MS Excel
- Database use
- Email

**Work Environment:** 70% office/classroom/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. Post-pandemic this position will be expected to report to NAYA Family Center daily.

## **Physical Requirements:**

- The employee is occasionally required to stand; walk; sit; climb stairs; 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 must be able to walk up steep hills, run after youth participants, and generally have the physical capability to keep students safe when in the community, off NAYA's campus
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 50 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](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  
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)