



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 Housing Coordinator
Department/Program:	Youth and Education Services Department; Youth Housing Program
Compensation:	\$23.00—25.00 hourly
Benefits:	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.
Employment Status:	Regular, Full-Time, Non-Exempt
Hours:	General working hours are 9am-6pm; 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:	January 2022

Position Description:

The Youth Housing Coordinator works with young people (ages 16-24 years old) to facilitate their personal and social development, to create healthy and on-going support systems and foster relationships that enable them to gain a voice, influence, and place in their community as they transition to independence. The position helps provide leadership within the Homeless Youth Services program, which includes recruitment and outreach to the eligible Native American/Alaskan Native community. The Youth Housing Coordinator is also responsible for supporting the entire team through program coordination which includes monitoring and obtaining program supplies, assisting with the management of the program waitlist, oversight of the program credit card, coordination of program meetings and support daily tasks of the homeless youth team staff and program. The position will also support positive mentoring relationships between youth enrolled in the program and community mentors. Additional duties include providing a range of support services directly to youth assigned to caseload, as well as performing auxiliary tasks that indirectly facilitate overall quality and integrity of services provided. This position is primarily a direct service position (60%), with the balance of the time (40%) spent performing general administrative tasks and service coordination

Essential Functions:

- Provide intervention, support, information, referral, and advocacy for youth assigned to caseload, as well as other youth in the program as needed
 - Actively advocate on behalf of clients seeking safety
 - Working collaboratively with youth to address their full range of needs
 - Locating, coordinating, or providing transportation services
- Manage crisis and provide service intervention as needed
 - Locating, distributing, or providing emergency crisis intervention supplies
- Create and nurture protective factors (such as caring relationships, high expectations, and relevant and meaningful participation) in each youth’s environment

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Essential Functions continue:

- Establishing relationships that encourage positive social and emotional development
- Integrating and reconnecting youth with natural supports and community resources
- Facilitate youth engagement and self-determination
 - Engaging youth to build and strengthen their identity and role in the Native community
 - Facilitating interdepartmental activities to engage youth
 - Providing engagement services to unaccompanied youths while in host home/shelter placement, to assist them in reunification, if appropriate, or acquire an alternate safe, stable placement
- Maintain documentation in a timely, thorough, and accurate manner in accordance with agency guidelines and as required by funding sources
 - Gathering basic demographic information (such as age, educational level, family and/or intimate relationship information, and current living situation)
 - Documenting and recording all client information and interaction
 - Assisting in database management, including entering client data
 - Preparing required activity reports and participating in program evaluation activities (such as programmatic and fiscal reports)
- Support other members of the Homeless Youth team with client coordination, training, and program matters
- Maintain program supply inventory and support in monthly shopping for additional supplies
- Assist Direct Service Manager and Youth Housing team in creating and maintaining organizational systems.

Additional Duties:

- Additional Youth Housing Coordinator Duties:
- Other duties as assigned by Direct Service Manager and/or 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 Social Work, Counseling, Education, or similar field required
 - An equivalent combination of education and experience may be an acceptable substitute
- Master's Degree in Social Work preferred
- Knowledge of service systems and clinical issues related to out-of-home youth
- Knowledge and expertise in working with individuals and families
- 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)

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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 in youth development and/or human services with low income and/or culturally diverse populations required
- Experience working with homeless youth issues, including youth risk prevention work preferred
- Demonstrated ability to manage and maintain caseload of 25-40 youth efficiently
- Demonstrated ability to elicit client participation and involvement in individual and program planning and evaluation
- Demonstrated skills working with youth in individual and group settings

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 clients
- Ability to communicate with and develop positive relationships with youth, including skills such as:
 - Listening in a non-judgmental way
 - Using respectful language
 - Being direct and clear as appropriate
 - Avoiding power struggles
 - Honoring client confidentiality
 - Communicating effectively with both young people and adults
- 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: 40% office/classroom/home/remotely, 60% 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.

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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 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 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: January 24, 2022

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