



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:	Career Skills Coach
Department/Program:	Youth and Education Services (YES), College and Career Services team
Compensation:	\$22 - \$25/hour
Benefits:	NAYA recognizes 14 paid holidays per fiscal year. Additional paid time off includes accruals of sick and vacation hours; vacation time is based on tenure with the agency. 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 and NAYA will match employee contribution to their 401K, up to 6%.
Employment Status:	Regular, Full-Time, Non-Exempt
Supervision:	No supervisory requirements other than occasional task supervision over youth Summer Staff and Summer Interns
Reports To:	College & Career Readiness Manager
Job Location:	Portland, OR
Created/Revised:	December 2016, Revised March 2023

Position Description:

The Career Skills Coach provides career readiness and job preparation services for youth participants ages 16-24 within the NAYA Family Center’s College and Career Services program and those 21+ in the College & Career Center’s Adult GED Program in order to reach their career, training, and/or educational goals. The 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 such as pre-apprenticeship and apprenticeship programs. 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 providing assistance with seeking 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

Essential Functions (Continued):

- Coordinating work readiness and skill-building activities
- Support program retention efforts by providing coaching and mentoring services to participants
- 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 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
- 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 College & Career Readiness Manager
- 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 Native experience required
- General knowledge of the current local job market and needs and concerns of employers
- Knowledge and expertise in working with individuals and families on economic self-sufficiency issues

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- 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 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
- A minimum of two (2) years of experience 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 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 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 Native 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
 - Word Processing
 - MS Excel
 - Database use

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- Email

Work Environment: 75% office/classroom/home/remotely, 25% outside office including travel time.

Physical Requirements:

- The employee is required to stand; walk; sit; climb stairs; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; 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, including overnight campus/field visits.

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: 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: jobs@nayapdx.org