



# 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>Infant/Toddler Teacher 1 &amp; 2</b>
<b>Department/Program:</b>	Family Services/Early Head Start
<b>Compensation:</b>	Starts at \$20.00 hourly or commensurate with experience \$500 signing bonus with minimum of a 6-month commitment
<b>Benefits:</b>	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NAYA recognizes 14 paid holidays per calendar year. 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.
<b>Employment Status:</b>	Full-Time, Regular, Non-Exempt
<b>Hours:</b>	General working hours are between 8am-6pm; on-call
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Early Childhood Services Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	April 2022

### Position Description:

Ensures, supports, and promotes each child’s safety, health, and development in cooperation with their parents and other early childhood professionals in a manner consistent with the Head Start Performance Standards, USDA, and day care licensing regulations. Plans and develops a developmentally and culturally appropriate curriculum which meets the needs of the children and families. Have continual interaction with co-workers, parents, and children to provide information; and must relate positively to children and adults. Frequently faces deadlines with attention to detail and must complete tasks and required documentation in a timely manner. The Infant/Toddler Teacher will face considerable amount of variable levels of concentration with frequent or constant interruptions; and must be able to handle multi-faceted tasks on a frequent basis.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher-level duties.

*Level placements are based on individual skills and performance as well as education and job requirements. Placement and promotions are done through the recruitment process. Demotions are done through the disciplinary process or at the request of the employee.*

### Essential Functions:

- Regular and consistent attendance is an essential function of this position.

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## **Essential functions continue:**

- Establishes a well-managed, child-oriented learning environment which is safe, healthy, interesting, attractive, and responsive to the social/emotional, physical, cognitive, and language development of each child served
- Provides leadership to staff and volunteers through active direction and actual involvement in the care, teaching, guidance, and training of children ensuring effective program operations
- Promotes quality childcare services for the benefit of children and families ensuring a program responsive to their needs
- Maintains confidence and protects program operations
- Continually applies safety practices in all facets of the performance of duties
- Maintains positive team relations within the assigned classroom and during program related activities
- Ensures equipment and supply inventory maintenance
- Maintains an open, friendly, and cooperative relationship with each child's family
- Establishes and maintains parent involvement on a local level
- Maintain professional and technical knowledge
- Contributes to team effort by:
- Provides emergency services as an Mandatory First Responder
- Leadership, Training and Mentoring (Infant Toddler Teacher 2 only)

## **Additional Duties:**

- Other duties as assigned by the Early Childhood Services Manager & Education Coordinator
- Additional NAYA Family Center Duties:
  - Understand and adhere to confidentiality
  - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
  - client information Input data, and maintain NAYA and/or contractually required information database systems to track
    - 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:

- Infant/Toddler Teacher 1:
  - High School Diploma or GED
  - Infant Toddler Child Development Associate (CDA) certificate
- Infant/Toddler Teacher 2:
  - AA/AS degree or higher in early childhood education; OR
  - AA/AS degree in child development, human development, education, elementary education, human ecology, child and family studies, special education, home economics, or family and consumer studies that includes coursework equivalent to a major relating to early childhood education AND 6 months actual work experience working with infant toddler age children: OR
  - BA/BS degree or higher in any field and coursework equivalent to a major relating to early childhood education AND 6 months actual work experience working with infant toddler age children

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## **Qualifications continued:**

- 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 within 30 days) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1<sup>st</sup> Aid with infant/child CPR and Automatic External Defibrillator (AED)
- Must possess and maintain food handler's card.
- Must maintain any current education licensing.
- Must be registered with Oregon's Central Background Registry.
- Ability to pass agency sponsored physical examination. TB test documented.

## 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
- Six (6) months experience working within a variety of responsibilities to include working with young children, cooking in a restaurant, or cleaning in an industrial setting

## Skills:

- Bilingual Spanish/English preferred. Bilingual fluency may be required at some work sites
- Must have ability to operate computers and possess basic knowledge of Microsoft Windows, Word and other software
- Excellent supervision and organizational skills
- Excellent communication skills
- Effective training/development skills
- Must perform duties with moderate direction given, operating from established directions and instructions. Decisions are made with general agency policy constraints, but requires independent decision making
- Demonstrated ability to work and relate positively with children and adults
- Demonstrated ability to have continual interaction with co-workers, parents, and children to provide information
- Demonstrated ability to handle considerable amount of variable levels of concentration with frequent or constant interruptions
- Demonstrated ability to handle multi-faceted tasks on a frequent basis
- 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:** 98% office/classroom, 2% outside office including travel time.

- May work outdoors intermittently with exposure to typical Oregon Weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods. Working primarily in a close environment with active children.

## **Physical Requirements:**

- The employee may be required to push, pull, and carrying supplies, cleaning equipment, and files, and other equipment in the range of 10-40 lbs

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## **Physical requirements continued:**

- Frequent lifting, bending, squatting, and kneeling while assisting children or conducting janitorial responsibilities
- The employee is occasionally required to stand; walk; sit; use hands, 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 or stand for extended periods of time
- The employee must occasionally lift and/or move up to 40 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)
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) 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](mailto:jobs@nayapdx.org)