



# 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>KEEP Group Leader/ Recruiter</b>
<b>Department/Program:</b>	Family Services/Foster Care
<b>Compensation:</b>	\$22.50 hourly, non-negotiable
<b>Benefits:</b>	Most employee benefits are prorated by FTE percentage, including paid time off, accruals of sick and vacation hours. NAYA recognizes 14 paid holidays per calendar year. NAYA also provides medical, dental, 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%.
<b>Employment Status:</b>	Regular, Part-Time, 30 hours or 75% Full-Time Equivalency, Non-Exempt
<b>Hours:</b>	General working hours are 9am-6pm and some evenings
<b>Supervision:</b>	No supervisory Requirements
<b>Reports To:</b>	Foster Care Manager
<b>Job Location:</b>	This position is mobile and there will be travel throughout Oregon State
<b>Created:</b>	April 2023

### Position Description:

This position is a mobile, remote position delivering the KEEP model to various locations within the state during regular in-service delivery. This model is currently being delivered virtually due to State requirements for in person service delivery.

KEEP is an evidence-based support and skill enhancement program for foster and kinship parents of children ages 4-12 (KEEP Standard) and teens (KEEP SAFE). The KEEP Group Leader co-leads 16-week groups. Each weekly session is 90 minutes and is a blend of peer-support and manualized curriculum. All KEEP sessions are recorded for model fidelity and coaching support. Prior to running the groups, KEEP Group Leaders will participate in a 5-day training on the KEEP model with trainers from Oregon Social Learning Center Developments, Inc. (ODI). The KEEP Group Leader portion of this position will include conducting recruitment home visits, scheduling and facilitating KEEP group sessions, attending weekly coaching with ODI via videoconference, and completing project data entry promptly and accurately.

The Foster Parent Recruiter portion of this position is in additional piece to the Keep group leader, which is responsible for identifying, contacting, and registering eligible foster parents for KEEP support and training groups. Additionally, the Recruiter provides presentations to, and forges community partnerships with, organizations that interface with the Child Welfare system. The Foster Parent Recruiter meets regularly with foster parent certifiers, DHS caseworkers, community partners, and others to provide an overview of the program and solicit referrals. The Foster Parent Recruiter maintains a collaborative working relationship with the Oregon Department of Human Services, Oregon Social Learning Center, and Options Counseling and Family Services.

## Position Description continues:

The applicant should have strong social skills, time management skills, problem-solving skills, and excellent communication skills. The applicant should demonstrate the ability to work with populations with diverse cultural and socio-economic backgrounds. Applicant should be comfortable with computer use and able to enter attendance and other data with a high level of attention to detail. The applicant must be able to engage in the coaching process—specifically, to be receptive to feedback, willing to role-play, and willing to try new skills.

## Essential Functions:

- Attends KEEP trainings
- Attends Positive Indian Parenting (NICWA)
- Schedules KEEP groups (sometimes multiple concurrent groups at once, depending on program needs)
- Assists with the recruitment of foster and kinship parents into KEEP groups
- Co-leads KEEP group sessions for foster and kinship parents (90-minute weekly sessions) and in-home make-up sessions
- Completes the weekly Parent Daily Report (PDR) phone call with each household and enters PDR data into the fidelity website (FIDO)
- Prepares for each session by reviewing the manual material, coaching feedback, and the group's PDRs, and by printing foster parent handouts
- Works with group co-lead and supervisor to ensure that childcare is available for all KEEP group sessions
- Sets up the room prior to foster and kinship parents' arrival, e.g., setting up camera, handouts, food and drinks, sign-in roster, name tags, toys, etc. and greeting foster and kinship parents
- Uploads all KEEP session videos to FIDO immediately after each session
- Enters session data into FIDO (attendance, engagement ratings, self-evaluation) immediately after each session
- Prepares for and attends weekly KEEP coaching (occurs via videoconference)

## Additional Duties:

- Other duties as needed assigned by Foster Care Manager
- Additional Foster Parent Recruiter Duties, Requested Skills:
  - Experience or knowledge of Indian Child Welfare Act
  - Experience in a Social Service field
  - Experience providing outreach and presentations
  - Experience building coalitions
  - Spanish language proficiency is desired but not a requirement
  - Experience in trauma-informed practices, adult education, and/or peer support groups
- 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:**

- Associate degree with health and human service or a Bachelor of Social worker preferred
- 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 Cardiopulmonary 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
- One – two years of office/administrative experience required
- Public speaking ability required
- Demonstrated competence with Excel, Microsoft Word, and web-based applications Cultural competence and humility required

**Work Environment:** 10% office Data Entry, 90% outside office including travel time. Much of the position will happen through telework (video conferencing and telephone).

**Physical Requirements:**

- Lifting a maximum of 30 pounds
- The employee may be required to sit for extended periods of time.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Equipment Used:** Computer, phone, fax, copy machine.

**Safety Considerations:** travel will 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 only)
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>.

# NAYA Family Center | Position Description: **KEEP Group Leader/ Recruiter**

**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: [jobs@nayapdx.org](mailto:jobs@nayapdx.org)