



# Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | nayapdx.org

**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>Resident Services Coordinator (Mamook Tokatee)</b>
<b>Department/Program:</b>	Housing and Stabilization Services
<b>Compensation:</b>	\$23.00-\$27.00 per hour or commensurate with experience
<b>Benefits:</b>	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%.
<b>Employment Status:</b>	Regular, Full-Time, Non-Exempt
<b>Hours:</b>	General working hours are from 10:00 am-7:00 pm; some evenings and occasional weekends as assigned.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Housing Services Manager
<b>Job Location:</b>	In person at Mamook Tokatee: 4610 NE 42nd Ave, Portland, OR 97218
<b>Created/Revised:</b>	January 2023

### Position Description:

We are looking for a creative and dedicated individual who has a sincere passion for working with the Native American community in an affordable housing development called Mamook Tokatee, meaning “to make beautiful.” This position requires experience working with tribally enrolled and Native American communities, and/or experience working with individuals who have faced unstable housing experiences. We are looking for someone who possesses strong organizational and interpersonal communication skills and enjoys supporting youth and families accessing resources and providing community building programs and services. We are seeking a relational individual who loves meeting and getting to know residents and families one-on-one, and through program activities led by residents. This position will also collaborate with housing staff located at two other nearby affordable housing developments, Nesika Illahee and Hayu Tilixam, focused on housing the Native community and all located in Portland’s Cully neighborhood.

### Essential Functions:

- Conduct outreach efforts to all new residents during their first week of tenancy
- Invite and welcome new, and all, residents into program building activities and NAYA programs
- Identify service needs of residents by engaging directly with them and asking them what they need
- Support residents in maintaining housing through actively engaging them if challenges arise
- Work closely with property management and asset management staff to ensure residents have a positive and healthy living environment
- Share and support residents in accessing, as well as connecting residents to NAYA’s wraparound services
- Plan, publicize and facilitate on-site, community-building events and activities aimed at creating a strong, safe, and healthy community

# NAYA Family Center | Position Description: Resident Services Coordinator (Mamook Tokatee)

- Assess needs of the residents and organize/implement on-site events which focus on cultural arts, arts, health and wellness, youth engagement, community building, among others
- Work closely and collaborate with the Mamook Tokatee Cultural Arts Coordinator, NAYA staff, and various partners to coordinate wraparound support services for residents

## **Additional NAYA Family Center Duties:**

- Understand and adhere to client confidentiality
- Record and maintain client information and/or contractually required information
- 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 the NAYA housing team, and actively participate in cross-departmental team projects
- Contribute to fostering a safe and secure environment for community members and staff
- Other duties as assigned by the Director of Housing and Stabilization Services

## **Qualifications:**

### Education & Training:

- GED or High School Diploma required; at least 2 years employment 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:

- 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
- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, or other Native organization) strongly preferred
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaska Native community and issues surrounding the Urban Indian experience required
- Experience or knowledge of Fair Housing and/or tribal housing preferred

### Skills:

- Ability to take initiative and prioritize tasks using time-management and problem-solving skills
- Organized self-starter and motivated
- Demonstrated skills in interpersonal communication, collaboration, and conflict resolution
- 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:** This position will have an office and work from Mamook Tokatee: 4610 NE 42nd Ave, Portland, OR 97218

## **Physical Requirements:**

# NAYA Family Center | Position Description: Resident Services Coordinator (Mamook Tokatee)

- 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.

## 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. Successful completion of a DHS Background Check Unit
4. 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)