Healing Circle Manager – Domestic Violence Program Manager

Founded in 1974, the Native American Youth and Family Center (NAYA) is a thriving social services and community center in NE Portland, and one of the city’s most respected nonprofit organizations. Portland ranks as one of the largest Urban Native communities in the U.S. and NAYA’s 170 employees provide a wide spectrum of programs for our people, from education to housing to elder services. We do our work knowing that our Native cultures are a source of our empowerment.

NAYA offers an exceptional benefits package, including medical, dental and vision insurance, 401(k) retirement plan with up to 6% match, paid vacation and 14 paid holidays. This is a full-time, exempt role with work hours of 9AM to 6PM.

Starting pay is $65,000 to $68,000 per year, depending on experience.

NAYA’s Healing Circle Program Manager, will supervise a program that focuses on a wide range of services for victims of domestic violence/sexual violence and sex trafficking plus the Open Doors Collaboration. The Open Doors Collaboration is an effort to evaluate and improve access for survivors of domestic violence with disabilities in Multnomah County. This position involves the supervision, evaluation, and hiring of department staff. The management of federal, state, county, city, and foundational grants. Outreach to domestic violence and sexual assault prevention organizations at the local, regional and nations level and fund raising. Ensure and help support safe and affordable housing and education services.

What You Will Do:

- Recruitment, selection of Health Circle staff. Provide staff orientation, training, and support to department staff. Responsible for the day-to-to-to-day supervision training of staff. Provide weekly supervision meetings, weekly department and program meetings related to documentation and upkeep of supervision files.
- Provide a full range of professional social work services including needs assessment, intervention, counseling, support and advocacy for families and individuals in crisis. Develop and maintain partnerships with other social services partners for referrals and service coordination.
- Case management in compliance with funding sources and strength-based interventions. Oversee client database system.
- Provide financial oversight of program budgets, monthly expenditure. Oversee and direct the disbursement of client assistance.
- Complete monthly quarterly annual program reports for the NAYA Family Center. Participate in grant writing, grant reporting and funding compliance.
• Attend monthly meetings for the Domestic and Sexual Violence Continuum.

Who You Are:

• MSW or BSW with a minimum of three (3) years' experience in human service with low income, vulnerable, culturally diverse populations. Extensive long-term experience in domestic violence may substitute in lieu of education.
• Oregon State Domestic/Sexual Violence Advocacy training (40 hours) preferred.
• Two (2) plus years with supervision/management experience of employee and programs.
• Knowledgeable of Native American history, understanding of the local Native American/Alaskan Native community and issues surrounding the Urban Indian experience preferred.
• Knowledge of local community resources and emergency services.
• Strong computer skills: Web based research, MS Office Suite, SharePoint, Service point.
• CPR/First Aid
• Oregon State Driver’s license.
• Covid-19 proof of vaccination.
• DHS Background check

Application Instructions
Submit a resume and cover letter to jobs@nayapdx.org. If you need accommodation during the application process, please note this in your email. Applications accepted until filled.

NAYA is committed to building a work environment that respects and inspires every community member. Our mission is to serve Urban Native youth and families, so we strongly encourage the Native American community to apply. We encourage applications from members of other historically marginalized groups, as well, including women, people of color, those with disabilities, members of the LGBTQ+ community, and those who have served in the military.