



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:	Healing Circle Manager
Department/Program:	Family Services Department
Compensation:	\$62,000 to 68,000 based on experience
Benefits:	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 three months of employment.
Employment Status:	Regular, Full-Time, Exempt
Hours:	General working hours are 9:00am-6:00pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	Healing Circle staff and interns
Reports To:	Director of Family Services
Job Location:	Portland, OR
Created/Revised:	August 26, 2022

Position Description:

This position is responsible for management and oversight of the Healing Circle Programs, and the Open Doors Collaboration. This position involves the supervision, evaluation, and hiring of department staff; the management of federal, state, county, city and foundation grants; outreach to domestic violence and sexual assault prevention organizations at the local, regional and national level; and fundraising. Healing Circle programming focuses on a wide range of services for victims of domestic and sexual violence and sex trafficking including immediate crisis intervention services, advocacy and ongoing support, support for obtaining safe and affordable housing and educational services. The Open Doors collaborative is an effort to evaluate and improve access for survivors of domestic violence with disabilities throughout Multnomah County.

Essential Functions:

- Responsible for recruitment, screening and selection of other Healing Circle staff. Provide staff orientation, training, and support to department staff.
- Responsible for day to day supervision and training of Healing Circle staff and interns, including weekly supervision meetings, weekly department and program meetings, performance evaluations, related documentation and upkeep of supervision files.
- Provide a full range of professional social work services including needs assessment, intervention and counseling, and support and advocacy for individuals and families in crises.
- Establish and maintain partnerships with other social service agencies in order to provide referrals and coordinate responses.

Essential Functions continued:

- Maintain excellent Case Management procedures in compliance with funding sources and strength-based interventions, oversee maintenance of client database system, assist in training staff on file maintenance, and enter client data.
- Provide community outreach/training on culturally competent Domestic and Sexual Violence interventions; develop and maintain effective relationships with funders.
- Oversee and direct the disbursement of client assistance and housing funds and supplies in compliance with funding sources and program priorities.
- Facilitate or assign a facilitator for Domestic Violence and/or Sexual Assault support groups; and case manage clients with other partner agencies.
- Actively participate in the management team, staff trainings, and organizational committees as assigned by the Family Services Director and Executive Director.
- Attend meetings in accordance to priorities of Family Services Director and the Executive Director and represent NAYA Family Center and the Healing Circle Program at community events and other interest generating opportunities.
- Provide financial oversight for program budgets, monthly expenditures, complete all related paperwork and meet monthly with the Finance Department.
- Complete monthly, quarterly, semi-annual and annual program reports for the NAYA Family Center; participate in grant writing, grant reporting, and funding compliance requirements.
- Attend Domestic and Sexual Violence Continuum meetings such as the Multnomah Coalition Against Domestic and Sexual Violence Network monthly meetings as well as subcommittee meetings, Sexual Assault Advisory Committee, Multnomah County Sex Trafficking Collaborative, Family Violence Coordinating Council, Coordinated Access Advisory Committee, Resource Coordination Team Meeting, SHEEN and Open Doors Monthly Meetings as well as subcommittees.

Additional Duties:

- Have an understanding and adherence of confidentiality.
- Support the coordination of wraparound services effectively with other NAYA Family Center programs and staff.
- Familiarity with or ability to learn, 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) and the Service Point Comp Site for Multnomah County
- Work as an active member of the Family Services Department.
- Participate actively 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 Family Services.

Qualifications:

Education & Training/Experience:

- MSW or BSW with a minimum of three (3) years' experience in human services with low income and culturally diverse populations preferred, however, long term experience can be substituted
- 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 population, including working within a Native American tribe, organization, board, program, or community
- Knowledge of local community resources and emergency services
- Experience with the workforce system and social service agencies, especially with low-income and ethnic minority clientele

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)
- Oregon State required 40 hour Domestic and Sexual Violence Advocacy Training

Skills:

- Ability to efficiently manage case load.
- Ability to participate in staff development opportunities.
- Excellent interpersonal communication, collaboration, conflict resolution, and strong writing skills.
- Strong attention to detail and strong work ethic.
- Ability to manage stress and remain flexible in a changing environment.
- Strong facilitation and project management skills.
- Demonstrated ability to work both independently and as part of a team.
- Comfortable speaking in large groups or with individuals.
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds.
- Ability to be flexible and adaptive to successfully achieve the functions of the position as described in the job responsibilities.
- Employ critical thinking and good judgment in decision making.
- Ability to take initiative and prioritize tasks using time-management and problem-solving skills.
- Strong computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: 60% office/classroom, 40% outside office including travel time.

Physical Requirements:

- 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)
2. Successful completion of a background investigation (including a fingerprint criminal history check 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.
4. Successful completion of a DHS Background Check Unit

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 Manager
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: hr@nayapdx.org