



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:	Early Head Start Floater/Teacher's Aide
Department/Program:	Family Services/Oregon Child Development Coalition
Compensation:	Starts at \$18.00 hourly
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NAYA recognizes fourteen 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:	Full-Time, Regular, Non-Exempt
Supervision:	No supervisory requirements
Reports To:	Early Childhood Services Manager
Job Location:	Portland, OR
Created/Revised:	March 2023

Position Description:

The Floater maintains child/teacher ratios by providing lunch and morning and afternoon breaks to teaching staff in the event that they must leave the classroom. The Floater will have continual interaction with co-workers, parents, and children to provide information; and must relate positively to children and adults. There are considerable amount of variable levels of concentration with frequent or constant interruptions. The Floater 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.

Essential Functions:

- Regular and consistent attendance is an essential function of this position.
- Performs the duties of Teacher Assistant working with children by:
 - Assisting in implementing a good balance of child directed and teacher directed activities
 - Providing a healthy and safe environment by assisting the supervision of children
 - Assisting the teacher with record keeping as assigned
 - Assisting with playground supervision
 - Participating with children through various activities including mealtime, free choice, story time, etc.
- Assists in the care of children by:
 - Supervising children while toileting
 - Changing diapers and clothes, etc.

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- Preparing children to go on the bus
- Preparing children to go home with parents
- Perform custodial duties in the classroom by:
 - Performing laundry duties as assigned
 - Assisting with general maintenance of classrooms, such as sweeping floors, disinfecting toys, tables, shelves, etc., and replenishing supplies
 - Assisting with custodial duties of the classroom
- Contributes to team effort by:
 - Communicating positively with staff, parents, and children who participate in the program
 - Attending local staff and parent meetings if required
 - Attending local or state training if required
 - Fostering an understanding of Head Start, its mission, goals, objectives, and program services
- Maintains confidence and protects agency operations by:
 - Keeping information confidential.
- Continually applies safety practices in all facets of the performance of duties by:
 - Complying with agency safety standards
 - Supporting participation of a safe environment
 - Immediately reporting any unsafe or hazardous working conditions and/or any injury

Additional Duties:

- Duties as assigned by Site Coordinator/ Education Supervisor, Early Childhood Services Manager and/ or Director of Family Services
 - Other work-related duties or assigned duties
- 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:

High School Diploma or Equivalency or a combination of equivalent education and experience may be an acceptable substitute

Certifications/Credentials:

- Certification (or ability to certify within 30 days) and ability to maintain certification in Cardiopulmonary Resuscitation (CPR), 1st Aid 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

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Job Requirements:

- Ability to pass agency sponsored physical examination. TB test documented
- Possess current driver's license, acceptable driving record, and current auto insurance coverage if required by Program Director
- Demonstrated knowledge of Head Start system
- Ability to travel occasionally
- Ability to relate positively to children and adults

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 (1) year experience working within a variety of responsibilities to include working with young children.
- Bilingual Spanish/English preferred. Bilingual fluency may be required at some work sites
- Excellent communication skills
- Demonstrated ability to work and relate positively with children and adults
- Must perform duties with close direction and supervision given, operating from established directions and instructions.
- 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: 95% office/classroom, 5% 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.
- 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*

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

Safety Considerations: Some travel may be required.

Other Requirements:

1. Valid Oregon or Washington State Driver License (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 for more information)

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