



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

Position:	Health Educator – Commercial Tobacco Prevention
Department/Program:	Youth & Education Services Department
Compensation:	Starts at \$28.00/hour commensurate with experience
Employment Status:	Regular, Full-Time, Exempt
Benefits:	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%.
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned
Supervision:	No supervisory requirements
Reports To:	Health Equity Program Manager
Job Location:	Portland, OR
Created/Revised:	November 2023

Position Description:

The Health Educator works collaboratively to meet culturally specific goals and objectives which will ultimately aim to reduce the prevalence of commercial tobacco use in the Native community in the metro area. This position will assist the Commercial Tobacco Prevention Coordinator in implementing culturally specific programming as well as lead health education efforts to address upstream causes of commercial tobacco use. This position will perform a full range of tasks from curriculum development, event planning, presentations, training, and outreach. The position may require some travel, weekend, and evening hours.

Essential Functions:

- Provides culturally centered health education and information centered around upstream approaches to preventing commercial tobacco use including connections to chronic diseases that disproportionately impact American Indian and Alaska Natives (cancer, diabetes, heart disease, etc.)
- Plans community events, health fairs, workshops, classes (e.g. stress management, cultural classes, family activities)
- Designs, tests, implements, and teaches culturally centered curriculum that is youth centered and elder guided
- Provides coaching and support through the motivation and education of individuals
- Designs and develops brochures, reports, manuals, newsletter articles, pamphlets, training materials, posters, and other materials promoting commercial tobacco related health issues and activities
- Conducts in-service health education training
- Assists coordinator with traditional tobacco cultivation, curing, and distribution

NAYA Family Center | Position Description: **Health Educator**

- Under supervision, reviews and selects appropriate health education materials; provides group education on specific topics related to commercial tobacco prevention, and works on special health education projects
- Assists in the preparation of data collection instruments and the collection of data including conducting surveys, workshops, forums, and discussion groups to identify community health and health education needs
- Attends trainings, meetings, and convenings as deemed necessary and appropriate to advance health education knowledge and resources
- Participates in evaluation and research (e.g., engages in evaluating public health services and programs)
- Assists in creating a positive and supportive work environment; enforces a safe workplace; establishes a culture of teamwork and communication; creates a workplace that promotes the organizational values of workplace diversity, equity and inclusion and actively promotes an environment respectful of living and working in a multicultural society
- Performs administrative support duties, including typing, filing, answering phones, and related work as needed

Additional Duties:

- Other duties as assigned by Health Equity Program Manager
- 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:

- Bachelor's in Social Work, Public Health, Community Health, or related concentration along with at least 1 year of experience working as a health educator. A combination of equivalent education and experience may be an acceptable substitute
- 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

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st 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
- Experience in presenting and facilitating to groups, specifically to youth
- Experience in researching evidence-based and practice-based health material
- Experience in tailoring health education materials to audiences

Skills:

NAYA Family Center | Position Description: **Health Educator**

- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds, ages, and abilities
- 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: 70% office, 30% outside office including travel time. NAYA employees are expected to work on site most of the week. With supervisory approval, employees may be able to work at home 1 to 2 days per week after successful onboarding.

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 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 for more information)
3. 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

NAYA Family Center | Position Description: **Health Educator**

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