



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:	Connections Coach
Department/Program:	Youth & Education Services (YES), College & Career Program
Compensation:	\$22.00 - 25.00 hourly
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%.
Employment Status:	Regular, Full-Time, Non-Exempt
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:	College & Career Readiness Manager
Job Location:	Portland, OR
Created/Revised:	November 2022, Revised February 2024

Position Description:

The Connections Coach works closely with the College & Career Readiness Team and Youth Housing Team to provide holistic and wrap around services for participants. facilitates conducting intakes and assessments, facilitating workshops, assisting participants through administrative processes, and providing transitional support to GED and High School graduates. The focus is around pro-social and community engagement activities for participants 14-24 in need of wrap around services. The Connection Coach will also support the department through documentation and data entry in accordance with program requirements.

Essential Functions:

Provide staff support and mentoring to Youth and Education department participants, including:

- Collect attendance and required documentation for program participation
- Facilitating communication between youth, gang outreach members and other service providers and stakeholders
- Establishing and maintaining effective working relationships with NAYA department and programs and community partners
- Preparing written correspondence and/or program documents as necessary
- Providing access to tools and education that will make gang-impacted youth feel comfortable
- Connect youth to academic and/or educational supports, resources, and programming, including:
 - Ensuring youth participants have access to educational skills and life-skill development programming
 - Referring participants to other NAYA programs as appropriate (such as the Homeless Youth Services, Housing & Stabilization Services, Energy Assistance, Re-engagement services, Family Nights, etc.), as well as external programs that may benefit participants

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- Provide transportation of clients as needed using personal or agency vehicles
- Prepare reports and documentation necessary to track effectiveness of services provided, including:
 - Participating in program evaluation activities as necessary (including programmatic and fiscal reports as required by funding sources)
- Maintain documentation in a timely, thorough, and accurate manner in accordance with agency guidelines and as required by funding sources
- Assisting in database management, including entering program data

Additional Duties:

- Other duties as assigned by College & Career Readiness 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
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Qualifications:

Education & Training:

- Bachelor's degree in Education, Social Work, similar field or relevant experience preferred
 - Associates degree and 1+ year of administrative work experience may be an acceptable substitute
- Knowledge of service systems and issues related to out-of-home or educationally disengaged youth
- 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

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:

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- 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 or knowledge of issues related to high school and GED attainment including youth homelessness, LGBTQ2S social support, and access to mental health services preferred

Skills:

- Ability to develop and maintain professional and trusting relationships while maintaining appropriate boundaries
- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding clients
- Ability to work independently and efficiently in a variety of community-based, non-traditional settings
- Ability to work in an interdisciplinary team setting
- Ability to be flexible when managing changing priorities and schedules, without compromising quality of outcomes, ability to complete tasks, or uphold commitment
- 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: 75% office/classroom/remotely, 25% 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 driver's license)
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. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regimen) before start date.

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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

Note: Candidates selected for a job offer will be asked to complete a NAYA application.

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