



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

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| Position: | Alcohol and Drug Behavioral Health Peer Support Specialist |
| Department/Program: | Housing and Stabilization Services Department/Family Shelter |
| Compensation: | Starts at \$29.00 hourly or commensurate with experience |
| Benefits: | Medical, dental, vision and life insurance and flexible spending accounts. 401K retirement plan and match up to 6%. 14 paid holidays, sick and vacation accrual with vacation accrual increasing with tenure. |
| Employment Status: | Regular Full time, Non-Exempt |
| Supervision: | No supervisory requirements |
| Reports To: | Family Shelter Manager |
| Job Location: | Portland and Milwaukie, OR |
| Created/Revised: | March 2024 |

Position Description: This position provides trauma-informed, culturally specific Addiction and Mental Health navigational peer support for Indigenous family members as they enter, stay, and exit NAYA family shelter. Provide referral, collaboration and advocacy with other Recovery and Mental Health agencies for continued supportive services for families facing Substance Use, Recovery and Mental Health needs.

Essential Functions:

- Use personal experiences accessing mental and or substance use programs for peer support and model the various principles of recovery for shelter guests.
- Provide advocacy, information, and referral services to participants in need of Substance and Mental Health Support.
- Provide person centered approach to create and work on a Peer-Assisted Wellness Recovery Plan tailored to individual needs.
- Assist in life skills such as time management, navigation through systems such as medical, SSI, DHS, Housing Substance Use and Mental Health facilities, communication skills and stress management.
- Understanding and following procedures in emergencies and critical incidents

Additional Duties:

- Facilitate problem-solving and provide crisis intervention services with trauma informed care approach
- Knowledge and following policies and procedures of NAYA family shelter and NAYA program
- Familiarize and maintain working knowledge of agency programs, services and community resources
- Other duties as assigned by Family Shelter Manager.
- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality rules and laws
 - 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

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- 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 GED preferred
- Peer Support Specialist (PSS), or Certified Recovery Mentor (CRM), Qualified Mental Health Associate (QMHA) certification preferred (or eligible to complete certification within 6 months)
- Basic to intermediate computer skills or willingness to learn
- 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
- Willingness to be trained in all aspects of culturally specific trauma informed care

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardiopulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)
- Certification or ability to certify in Mental Health First Aid and other crisis intervention methods
- Certification or ability to certify in Naloxone training
- Other certifications or training as assigned by Family Shelter Manager as it pertains to position

Experience:

- Experience accessing alcohol and drug treatment/recovery programs or mental health services required
- 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 working with individuals and/or families experiencing homelessness or at-risk of homelessness preferred
- Experience using the Trauma Informed Care approach preferred but not required
- Demonstrated ability to effectively communicate with others and understanding their basic needs and safety concerns
- Demonstrated ability to maintain safe work and living environment for staff and participants
- Lived experience of homelessness preferred but not required

Skills:

- Genuine compassion and concern for homeless families and the barriers they face
- Ability to complete tasks in a timely manner
- Ability to think quickly and implement plan of action for various situations that may arise
- Ability to prioritize when faced with multiple requests from residents
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written

Work Environment: Approximately 90% on-site/10% travel/meetings. 24 hour shelter with family units shared living room and dining space, employee office and shared work space with other staff. NAYA shelter employees

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are expected to work on site. After an initial training period, very limited remote work may be approved by Manager.

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.
- Ability to move up and down stairs with ease.

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 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

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>.

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