



# 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

<b>Position:</b>	<b>Family Shelter Advocate</b>
<b>Department/Program:</b>	Housing and Stabilization Services Department/Family Shelter
<b>Compensation:</b>	\$27.50/hour. \$1/hour shift differential for hours between 7 PM – 7 AM
<b>Benefits:</b>	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.
<b>Employment Status:</b>	Regular, Full-Time, Non-Exempt. NAYA shelter offers full-time shifts with sunrise, day, and swing shifts available.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Family Shelter Manager
<b>Job Location:</b>	Milwaukie and Portland, OR
<b>Created/Revised:</b>	March 2024

**Position Description:** This position provides trauma-informed, culturally specific support for Indigenous families as they enter, stay and exit NAYA family shelter. Intake process completion, assignment of room and coordination of family needs and care. Provide insight on shelter rules and collaborate with other agencies for continued supportive services for each family. Work as a part of shelter service team, bring a strong focus on Indigenous cultures and values and compassionate care for houseless families. Acknowledge and help reduce barriers families face while navigating through systems, with the goal of self-sufficiency and stabilization of family. Maintain respectful communication and cultural understanding of family systems.

### Essential Functions:

- Supervise shelter activities to ensure the safety of participants
- Provide advocacy, information and referral services to participants
- Facilitate problem-solving and provide crisis intervention services with trauma informed care approach
- Understand and follow procedures in emergencies and critical incidents
- Responsible for maintaining accurate logs, shift reports and participant records both manually and possibly using web-based program

### Additional Duties:

- Follow policies and procedures of NAYA family shelter and NAYA program
- Other duties as assigned by Family Shelter Manager
- Familiarize and maintain working knowledge of agency programs, services and community resources
- 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

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- Includes entering client data, assisting and/or preparing periodic reports
- Database examples include but are not limited to: Efforts to Outcome (ETO), WellSky Homeless Management Information System
- 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
- 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 Cardio Pulmonary Resuscitation (CPR), 1<sup>st</sup> 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 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:

- 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 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.
- Appropriate problem-solving skills with diverse populations.
- Genuine compassion and concern for homeless families and the barriers they face daily.

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

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## **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. 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](https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf) for more information)
2. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regimen) before start date.
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

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](mailto:jobs@nayapdx.org)