



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:	Family Shelter Youth Advocate
Department/Program:	Housing and Stabilization Services Department/Family Shelter
Compensation:	29.00 hourly
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
Hours:	9:00am-6:00pm 5 days a week, at shelter site and in community as required. Some flexibility with schedule may be approved depending on shelter family needs.
Supervision:	No supervisory requirements
Reports To:	Family Shelter Manager
Job Location:	Milwaukie and Portland, OR
Created/Revised:	March 2024

Position Description:

This position provides direct support to American Indian and Alaska Native youth in developing skills, knowledge, and abilities to succeed in family shelter environment and support educational achievement, advocacy with school systems supporting youth and families with life skills including making appropriate referrals to behavioral health and other services for youth. Youth advocacy will work closely with youth to assist in the completion of academic programs, to improve attendance, consistency, and academic support along with the cultural identity of youth served as well as advocate in the community for participants and their families. The Youth Advocate will need to be able to effectively communicate with students, parents, teachers, school officials and other agencies.

Essential Functions:

- Maintain safety of youth and families in shelter by creating safe environment and open communication with youth and families including crisis intervention and positive re-direction strategies for individual youth.
- Provide individualized support for youth of all ages to adjust to the Indigenous Family Shelter environment
- Work with parents/guardians to ensure that all school aged children are enrolled in and attending school, either their previous school or the neighborhood school
- Establish and maintain effective working and referral relationships with local schools, educational and youth serving agencies
- Provide active modeling of positive redirection and non-violent communication with youth of all ages

Additional Duties:

- Perform assessment of family strengths to identify capacity to support youth; develop support agreement with parent/guardian/significant family member to support youth; develop and conduct parent/guardian skill building workshops
- Organize field trips, workshops, classes or groups that intellectually stimulate and encourage family shelter youth and families to participate in accordance with agency policy and procedures

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- Other duties as assigned by Family Shelter 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:

- High School Graduate or equivalent
- 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
- Coursework or certification in Child Development or early childhood education preferred but not required

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Mental Health First Aid
- Training in administering Narcan (or within 3 months of hire)
- Certification (or ability to certify) and ability to maintain certification in Cardiopulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)
- Ability to certify in Positive Indian Parenting (or equivalent) program within one year of hire
- Other trainings 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
- Demonstrated ability to use positive re-directing skills and clear communication with youth and families
- At least one year paid or volunteer experience in educational support and/or youth development with low income and culturally diverse youth and families

Skills:

- Communication skills, active listening, verbal and written, including public presentation skills
- Ability to work with participants using a strengths-based approach, including effective and non-violent communication
- Ability to actively model positive redirection and non-violent communication with youth of all ages
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

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Work Environment: NAYA Family Center employees are expected to work on-site at the family shelter. With supervisory approval, employees may be able to flex their schedules when appropriate.

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, including on the floor with young children.
- 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. Successful completion of a background investigation (including a fingerprint criminal history check; see [here](#) for more information)
2. Must be fully vaccinated for COVID-19 within 45 days of 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

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