



Native American Youth and Family Center

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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:	GED Success Coach
Department/Program:	Youth and Education Services (YES)/ College and Career
Compensation:	\$25 hourly or commensurate with experience
Employment Status:	Regular, Full-Time, Non-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:	College and Career Readiness Manager
Job Location:	Portland, OR
Revised:	May 2024

Position Description:

As a member of NAYA’s College and Career team, which serves youth through the age of 24, this position is responsible for identifying, enrolling, and coaching participants who have not yet obtained a GED to identify and execute their plan to obtain the educational milestone of completing a high school diploma or equivalency through a GED. The goal of the program is to coach participants to obtain living wage careers through identifying their career goals and building and acting on an education or career plan that will help them meet those goals. The staff person is responsible for program outreach and delivery, coordinating closely with partner organizations delivering GED coursework and administering tests as well as those providing support services such as career exploration or tutoring services, providing coordination and outreach services among NAYA’s staff, and supporting participants through goal plan creation, resolving barriers, one-on-one coaching, and tutoring. This position provides direct services and coaching participants and coordinates with other staff providing wrap-around services.

This position spends 70% of time on direct services, 10% performing outreach and relationship building activities and 10% of time spent on administrative tasks; the remaining 10% of time is spent on other NAYA duties such as attending staff meeting, trainings, and staffing NAYA events.

Essential Functions:

- Conduct outreach and enrollment of participants into NAYA’s Re-engagement program, based on grant identified eligibility criteria
- Serve as the primary GED coach for participants enrolled in NAYA’s Re-engagement program, which includes:

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- Developing meaningful relationships with current and prospective participants,
- Developing education and/or career plans with
- Coaching participants to execute the goals and next steps within their plan
- Resolving barriers to participant success
- Conduct tutoring in subject areas relevant to participants, with an expected emphasis on math and science
- Coordinate services to ensure participants have the resources and knowledge to complete their career goals after completion of the GED
- Foster both internal (cross-departmental) and external collaborations to advance the organizational mission of NAYA as it relates to educational attainment rates for Portland's Urban Native population
- Collaborate with external partners as necessary to form, maintain, and strengthen relationships that lead to improved services to program participants, including:
 - Establishing, maintaining, and/or cultivating effective working relationships with organizations focused on GED services
 - Fostering effective communication, family engagement, and collaboration with participants, colleagues, NAYA staff, and community members
- Maintain documentation in a timely, thorough and accurate manner in accordance with agency guidelines and as required by funding sources, including:
 - Gathering basic demographic information (such as age, educational level, family and/or intimate relationship information, and current living situation)
 - Documenting and recording all participant information, interactions, and performance data (including in NAYA's internal database Efforts to Outcome (ETO))
 - Preparing required activity reports and participating in program evaluation activities (such as programmatic and fiscal grant reports)

Additional Duties:

- Additional GED Success Coach Duties:
 - Coordinate and, when applicable, provide direct participant assistance, transportation, and/or childcare support, within grant parameters
 - Staff College and Career Services programming including events, drop-in spaces, and workshops
 - Participate in and contribute to the College and Career Preparation team within NAYA's College and Career services
- 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 participant information
 - Includes entering participant 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 degree in education, Public Administration, Communications, Social Work or similar field; a combination of equivalent education and experience may be an acceptable substitute

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- Knowledge and understanding of the local landscape and environment around GED services
- Knowledge of local community resources, emergency services, and social service agencies, especially with low-income and ethnic minority participants required
- Knowledge of the principles of trauma informed care and the concepts of the Relational Worldview Model (RWM) as NAYA's primary service delivery model
- 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 Cardiopulmonary 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
- A minimum of one (1) year of experience working in education or social services focused on low-income and culturally diverse populations
- Demonstrated ability to use leadership and communication skills to form positive relationships with diverse community partners
- Ability to apply an understanding of mental health issues occurring in childhood to participants
- Demonstrated ability to tutor, lead educational activities
- Demonstrated ability to implement and evaluate programs
- Ability to assist with management of grants, including grant writing, reporting and evaluation
- Demonstrated ability in project management (planning, organizing, prioritizing work and follow-through)

Skills:

- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding participants
- Ability to collaborate with others as an active and productive team member and team leader (including staff members, community volunteers, and program participants)
- Ability to be extremely flexible when managing changing priorities and schedules, without compromising quality of outcomes, ability to complete tasks, or uphold commitments
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Exceptional written communication skills, including preparing publications that are error-free, and applying highest standards of integrity to document composition
- Exceptional verbal communication skills, including persuasive oral communication, developing and leading public presentations, and engaging in active listening
- Proficient computer skills, including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: 80% office/classroom/home, 20% 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 day per week after successful onboarding.

Physical Requirements:

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- 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 is required to walk around campuses, which sometimes have steep terrain, and be physically capable of supervising active students while on campus visits
- 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 accommodation 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. Must be fully vaccinated for COVID-19 (two weeks after a two dose or one dose regiment) before start date.

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 of 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