



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:	Early Head Start Floater/Teacher’s Aide
Department/Program:	Family Services/Oregon Child Development Coalition
Compensation:	\$18.00/Hourly
Benefits:	Most employee benefits are prorated by FTE Percentage, including paid time off, insurance policy contributions, and 401K match. Paid time off includes accruals of sick and vacation hours and 14 paid holidays. 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%. NAYA Early Head Start offers access to a free online Child Development Associates Certificate (CDA) teaching credential with the support of our community partner the Oregon Child Development Coalition.
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:	Early Childhood Services Manager
Job Location:	Portland, OR
Created/Revised:	July 2024

Position Description:

The Floater maintains child/teacher ratios by providing lunch and morning and afternoon breaks to teaching staff in the event that they must leave the classroom. The Floater will have continual interaction with co-workers, parents, and children to provide information; and must relate positively to children and adults. There are considerable amounts of variable levels of concentration with frequent or constant interruptions. The Floater must be able to handle multi-faceted tasks on a frequent basis.

This agency believes that each employee makes a significant contribution to our success. This job description in no way implies that these are the only duties to be performed by the employee. At all times, employees will be required to follow any instruction and to perform any other duties within this or a lower job level upon the request of the supervisor. At times, employees may also be required to perform higher-level duties.

Essential Functions:

- Regular and consistent attendance is an essential function of this position.
- Performs the duties of Teacher Assistant working with children by:
 - Assisting in implementing a good balance of child directed and teacher directed activities
 - Providing a healthy and safe environment by assisting the supervision of children
 - Assisting the teacher with record keeping as assigned
 - Assisting with playground supervision
 - Participating with children through various activities including mealtime, free choice, story time, etc.

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- Assists in the care of children by:
 - Supervising children while toileting
 - Changing diapers and clothes, etc.
 - Preparing children to go home with parents
- Perform custodial duties in the classroom by:
 - Performing laundry duties as assigned
 - Assisting with general maintenance of classrooms, such as sweeping floors, disinfecting toys, tables, shelves, etc., and replenishing supplies
 - Assisting with custodial duties of the classroom
- Contributes to team effort by:
 - Communicating positively with staff, parents, and children who participate in the program
 - Attending local staff and parent meetings if required
 - Attending local or state training if required
 - Fostering an understanding of Head Start, its mission, goals, objectives, and program services
- Maintains confidence and protects agency operations by:
 - Keeping information confidential.
- Continually applies safety practices in all facets of the performance of duties by:
 - Complying with agency safety standards
 - Supporting participation of a safe environment
 - Immediately reporting any unsafe or hazardous working conditions and/or any injury

Additional Duties:

- Duties as assigned by Site Director / Education Coordinator, Early Childhood Services Manager, and/ or Director of Family Services
 - Other work-related duties or assigned duties
- 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 Diploma or Equivalency or a combination of equivalent education and experience may be an acceptable substitute

Certifications/Credentials:

- Must register with the Central Background Registry through the Department of Early Learning and Care (DELC)
- Certification (or ability to certify within 30 days) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)
- Must possess and maintain Food Handler's Card

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- Must maintain any current education licensing including a series of online training modules required by the Department of Early Learning and Care and 12 hours of continuing education training per year relating to early childhood safety, development, and care
- Must be registered with Oregon's Central Background Registry

Job Requirements:

- Excellent communication skills
- Ability to work and relate to children and adults
- Ability to gain knowledge of and work within all licensing requirements of the Department of Early Learning and Care and Head Start
- Ability to supply proof of vaccinations required by NAYA Family Center, Portland Public Schools, and Head Start
- Ability to travel occasionally for early childhood and larger NAYA functions

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
- One (1) years' experience working within a variety of responsibilities to include working with young children.
- Must perform duties with close direction and supervision given, operating from established directions and instructions.
- Demonstrated ability to have continual interaction with co-workers, parents, and children to provide information
- Demonstrated ability to handle considerable number of variable levels of concentration with frequent or constant interruptions
- Demonstrated ability to handle multi-faceted tasks on a frequent basis
- 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
- Ability to learn computer skills including:
 - Web-based research
 - Database use
 - Email

Work Environment: 95% office/classroom, 5% 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.

- May work outdoors intermittently with exposure to typical Oregon Weather. There may be frequent interruptions, working alone, evening or weekend work, working long hours during peak periods. Working primarily in a close environment with active children.

Physical Requirements:

- The employee may be required to push, pull, and carry supplies, cleaning equipment, and files, and other equipment in the range of 10-40 lbs
- Frequent lifting, bending, squatting, and kneeling while assisting children or conducting janitorial responsibilities
- The employee is occasionally required to stand; walk; sit; use hands, 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 or stand for extended periods of time
- The employee must occasionally lift and/or move up to 40 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

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- *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 [here](#) for more information)
3. Must be fully vaccinated for COVID-19 within 45 days of 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>.

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