



# 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

<b>Position:</b>	Foster Care- Independent Living Program Coordinator
<b>Department/Program:</b>	Family Services Department
<b>Compensation:</b>	Starts at \$24.00/ hourly or commensurate with experience
<b>Benefits:</b>	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%.
<b>Employment Status:</b>	Regular, Full-Time (100% Full Time Equivalency), Exempt
<b>Hours:</b>	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Foster Care Services Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	August 7, 2024

### Position Description:

Foster Care- Independent Living Program Coordinator position is responsible for some case management of Native American youth in foster care in both state and tribal out of care systems. Responsibilities include providing Life Skill building activities, advocacy and attention to the multiple needs of youth in foster care and providing family support to relative and foster families raising non-birth children. This position is primarily a direct service position (60%), with the balance of the time (40%) spent performing administrative tasks related to Foster Care Services, ILP and Life Skill program activities. Provide staff support in foster care services with connection to internal training and support. Supporting the Foster Care Services Manager in reporting grant outcomes, budget management of Portland Children’s Levy, Oregon Department of Human Services (ODHS) Independent Living Program (ILP) and other relevant funding sources that support the programs.

### Essential Functions:

- Provide a full range of case management services to foster care youth and their families, including:
  - Implementing thorough, accurate, and timely client file management techniques (both electronic and paper records management) in compliance with funding sources, strength-based interventions, and priorities of the Family Services Director and Chief Executive Officer
  - Make independent decisions about how to provide support for foster care youth and families based on a thorough assessment of client needs.
  - Plan and provide intervention, activities, counseling, and support for Native American youth in coordination with families, foster care services and the Independent Living Program services.

# NAYA Family Center | Position Description: **Independent Living Program Coordinator**

- Maintain ongoing contact with youth and foster families on caseload (which may include youth in state and tribal Foster Care and Independent Living Programs, as well as youth emancipated from foster care)
- Holding individual and group meetings regularly, providing performance feedback to students and their school or support team, and maintaining all associated documentation needed for the students to receive appropriate academic credit
- Providing orientation, training, and ongoing support to clients in foster care transitioning to adulthood.
- **Oversee Independent Living Program (ILP) objectives, ensuring they are carried out and program operational requirements are fulfilled, including:**
  - Working directly with program participants to create goal plans and teach life skills by administering skill assessments and helping clients identify goals.
  - Ensuring contract compliance and timely completion of monthly reports, billing statements, and other related paperwork, including gift card disbursement for programming
  - Collecting data and completing program evaluation for recording requirements
  - Attending ILP Provider meetings as required (approximately once per month)
  - Assist new staff in foster care services in signing up for ICWA training, PIP Training, Parenting in 2 Worlds training.
- **Maintain and develop Foster Care resource list and resources for Native youth in substitute care**
- **Acquire and utilize resources made available through collaboration with other agencies to meet additional needs of clients and their families (including local and state public, private and tribal social services agencies), including:**
  - Assisting youth to apply for educational/vocational assistance (OSAC, FASFA, College Applications)
  - Assisting youth to apply for housing assistance (such as Chafee Housing program and Housing Subsidy Program)
- **Develop curriculum and facilitate group work**
- **Provide training with the Positive Indian Parenting model**
- **Disburse client assistance funds (including family grants, support services, youth bus tickets, and school supplies) in compliance with funding sources and Family Services Department priorities**

## **Additional Duties:**

- **Other duties as assigned by Foster Care Services Manager**
- **Additional Foster Care Support Specialist Duties, including:**
  - Supervising/chaperoning/attending specific Native teen conferences, gatherings, and committees (including some overnight supervision of program involved youth)
  - Planning and helping to facilitate Foster Care Department events (such as the monthly Sibling and Family Visit Night)
  - Coordinating and performing transportation of clients
- **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), eSIS, 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

# NAYA Family Center | Position Description: Independent Living Program Coordinator

- Contribute to fostering a safe and secure environment for community members and staff

## **Qualifications:**

### Education & Training:

- Bachelor's degree in social work, Counseling, Education, or similar field required
- Master's degree in social work, preferred
- Knowledge and understanding of the Indian Child Welfare Act required
- Knowledge and understanding of the services provided by DHS (Department of Human Services) Child Welfare required
- Knowledge of local community resources, emergency services, and social service agencies, especially with low-income and ethnic minority clientele required
- 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), 1<sup>st</sup> 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 two (2) years of experience human/social/direct services with low income and culturally diverse populations required
- Experience working at or in conjunction with the Department of Human Services Child Welfare preferred.
- Demonstrated experience providing social services to families preferred

### Skills:

- Ability to manage and maintain a high-volume caseload of participants efficiently
- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding clients
- Ability to connect with clients in a manner that successfully motivates them to achieve better outcomes
- 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 consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- 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.
- Communication skills, active listening, verbal and written, including public presentation skills.
- Proficient computer skills including:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use
  - Email

**Work Environment:** 60% home visits/office/classroom, 40% 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.

# NAYA Family Center | Position Description: Independent Living Program Coordinator

## Physical Requirements:

- Lifting a maximum of 30 pounds, sitting for extended periods of time
- The employee may be required to sit for extended periods of time
- 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 (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy)
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](mailto:jobs@nayapdx.org)