



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:	Advocate for Youth Survivors of Sex Trafficking
Department/Program:	Family Services Department; Healing Circle Program
Compensation:	\$27.00/ Hourly
Benefits:	Paid time off is based on tenure with the agency and includes accruals of sick and vacation hours. NAYA recognizes 14 paid holidays per calendar year. 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%.
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:	Healing Circle Manager
Job Location:	Portland, OR
Created/Revised:	September 2024

Position Description:

This position is part of the Healing Circle Program focused on domestic violence, sexual assault, and sex trafficking advocacy providing a wide range of basic social work services including immediate crisis intervention services, case management, and educational services. The Advocate for Youth Survivors of Sex Trafficking works in collaboration with New Day, a program of New Avenues for Youth, to provide confidential support to youth ages 12-25 who are at risk of, or currently being sexually exploited or trafficked with a focus on culturally specific advocacy for Native American youth. This advocate will support a caseload of 10-12 youth and utilize a positive youth development and trauma informed approach to provide case management services including crisis intervention, life skill building, resource navigation and accompaniment, and support identifying and building healthy relationship skills.

Essential Functions:

- Efficiently manage a caseload of 10-12 youth.
- Maintain excellent case management procedures in compliance with funding sources including primarily in-person advocacy.
- Provide youth with a wide range of confidential case management services through the lens of harm reduction, trauma informed care, and strengths-based advocacy.
- Provide outreach and training to community partners on culturally specific sex trafficking prevention.

- Disburse client assistance funds and supplies in compliance with funding sources and program priorities.
- Complete intakes, assessments, goal plans, and exit forms with all youth clients.
- Maintain case files and document all contact with youth through written case notes and data entry in compliance with funding sources.
- Track and document youths' participation in development activities and document progress in these activities in accordance with performance reporting requirements.
- Collaboratively assess strengths and areas of growth with youth and create action plans to meet self-determined goals.
- Work with trafficking-specific Child Protective Services workers, parole officers, and other systems-based programs to support youth who are systems-involved.
- Maintain confidentiality at all times and complete VAWA compliant releases of information as appropriate.
- Attend meetings in accordance with priorities of the Healing Circle Manager, New Day Director, and Family Services Director.
- Represent NAYA Family Center and the Healing Circle Program at community events and other interest generating opportunities.
- Participate in staff training through NAYA Family Center, New Day, and other partner agencies as directed by the Healing Circle Manager.
- NAYA Family Center is a team and community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team, participate actively in cross-departmental NAYA team projects and to contribute to fostering a safe and secure environment for community members and staff.
- Other duties as assigned by the Healing Circle Manager.

Qualifications:

Education & Training:

- Two (2) years of experience working with high-risk youth or in sex trafficking and/or domestic and sexual violence advocacy.
 - Applicable lived experience may also be taken into consideration.
- Knowledge of local housing, community, and social service resources (including emergency resources and other resources related to housing, homelessness, and eviction) 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.
- Knowledge of the Indian Child Welfare Act (ICWA) and the history of the Native American community's relationship with the child welfare system.
- Understanding of informed consent as it relates to mandated reporting laws.

Certifications/Credentials:

- Certificate of completion of forty (40) hours of Domestic Violence and Sexual Assault Training or ability to certify within first month of employment.
- Certification (or ability to certify) and ability to maintain certification in Cardiopulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED).
- Assertive Engagement (AES) Certification strongly preferred.

Experience:

- Lived or professional experience working with high-risk youth strongly preferred.
- Lived or professional experience working with individuals in the sex trade and/or survivors of sex trafficking strongly preferred.

- 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 providing culturally specific services strongly preferred.

Skills:

- Demonstrate working knowledge of the root causes of sex trafficking, domestic and sexual violence, and housing insecurity.
- Demonstrate working knowledge of the differences between sex work and sex trafficking.
- Demonstrate ability to provide trauma informed care in the context of systems-related trauma (DHS, Child Welfare, law enforcement, criminal justice system)
- 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 clients.
- 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 work 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: This is a direct service role with approximately 70% on-site/in community, 30% home/remote. 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.

Physical Requirements:

- The employee must occasionally lift and/or move up to 30 pounds.
- The employee may be required to sit for extended periods of time.
- 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.
- 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. 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).
2. Successful completion of a background investigation (including a fingerprint criminal history check [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