



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:	Foster Care Family First Advocate
Department/Program:	Family Services
Compensation:	Starts at \$25.00 hourly or commensurate with experience
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%.
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 staff supervision.
Reports To:	Foster Care Services Manager and Director of Family Services
Job Location:	Portland, OR
Created/Revised:	August 2024

Position Description:

This position is part of the Foster Care program and is responsible for case management of families with children ages 0-8 who are either engaged with or working to avoid engagement with both state and tribal interventions. Entails working collaboratively in a team setting providing, case management duties that involve advocacy and attention to the multiple needs of both the youth and their families as they relate to child development, child abuse prevention, substance use disorders, treatment support, access to behavioral health services, and other wrap around services to support family needs in a culturally responsive manner.

Essential Functions:

- Provide a full range of professional services to youth and their families engaged in services including foster care related services.
- Assess client needs; make independent decisions about how to provide support for youth and families in or connected to Foster Care including access to early childhood programs and resources as applicable.
- Maintain ongoing contact with youth and families on caseloads.
- Develop and maintain resource lists and their processes to access resources for Native youth and their families in the areas of education, academic support, or accommodations.
- Collaborate with local and state public, private and tribal social services agencies to meet the needs of youth and their families as they navigate educational, and services related systems.
- Maintain excellent Case Management procedures (including a comprehensive client database) in compliance with funding sources, utilizing strength-based interventions, and priorities of the Family Services Director and the Chief Executive Officer (CEO).

NAYA Family Center | Position Description: **Foster Care Family First Advocate**

- Plan and provide intervention, activities, counseling, and support for Native American youth, families in connection with other service providers.
- Provide training with the Positive Indian Parenting model and provide home visiting services to participating families.
- Disburse client assistance funds, support services, youth bus tickets and school supplies in compliance with funding sources and Family Services Director and the CEO's priorities.
- Assist in database management, including entering client data on a regular basis.
- Participate in staff training, both internal and external as related to this role.
- Attend meetings in accordance to priorities of Family Services Director and the CEO.
- Other duties as assigned by Family Services Director.

Additional Requirements:

- Responsible for transporting clients.
- Attend court proceedings, case planning and family decision meetings with the family.
- 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.

Qualifications:

Education & Experience:

- Bachelor of Social Work, or more than two years of experience in human services and early childhood education.
- A minimum of two (2) years' experience in human services with low income and culturally diverse populations.
- Ability to work with diverse populations specifically the urban Native population, including 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.
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- Experience working in urban and rural Indian communities.
- Ability and experience working with the Indian Child Welfare Act and the Department of Human Services.

Skills:

- Knowledge of community resources and emergency services.
- Excellent verbal and written communication skills.
- Ability to manage caseloads efficiently.
- Ability to work as a team member with staff from other departments.
- Knowledge of current issues affecting urban Native youth.
- Knowledge and expertise in working with families and multiple issues.
- Willingness to participate in staff development opportunities.
- Understanding of confidentiality policy.
- Strong computer skills including web-based research, word processing, database management, email and Microsoft Office programs.

Work Environment: 30% office, 70% outside office; limited annual travel. 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 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.
- 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. 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