



# 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”.**

## **Family Housing Advocate (Mobile Housing Team)**

<b>Position:</b>	<b>Family Housing Advocate (Mobile Housing Team)</b>
<b>Department/Program:</b>	Housing and Stabilization Services Department
<b>Compensation:</b>	\$25-\$27/Hourly
<b>Benefits:</b>	Medical, dental, vision and life insurance and flexible spending accounts. 401k retirement plan and match up to 6%. 14 paid holidays, sick and vacation accrual with vacation accrual increasing with tenure.
<b>Employment Status:</b>	Regular, Full-Time, Non-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>	Family Housing Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	Sept 2024

### **Position Description:**

We are looking for a dedicated and caring individual who will support houseless families obtain safe, stable, and long-term housing, and support resources from public and private organizations (including landlords, employers, and government agencies). The Family Housing Advocate will build relationships with primarily Indigenous families by fostering trust and supporting their strengths and capabilities in a fully engaging manner. Families will have a broad range of backgrounds, rental history, and household composition. Duties include providing a range of support services to support families to access and retain housing. This position is primarily a direct service position with some time spent performing administrative tasks like gathering, and tracking participant documentation, reporting and service coordination.

### **Essential Functions:**

- Provide supportive housing services to homeless families to support them in accessing and retaining permanent housing.
- Assist with all aspects of permanent housing search, including application, landlord advocacy, move-in support, documentation readiness, securing furnishings, setting up utilities, and other housing stabilization.
- Work in close coordination with other providers/support systems to address the needs of participants; this includes referring and connecting participants to services provided by other agencies.
- Use strengths-based case management, Motivational Interviewing, Housing First, assertive engagement and Relational Worldview Model techniques to meet participants where they are willing to participate and coach participants in setting goals and identifying realistic steps to achieve them.

# NAYA Family Center | Position Description: **Family Housing Advocate (MHT Program)**

## **Essential Functions Continued:**

- Maintain documentation in a timely, thorough, and accurate manner in accordance with agency guidelines and as required by funding sources. Database examples include but are not limited to: Efforts to Outcome (ETO) and WellSky.
- Work with area landlords, and social service agencies, to ensure and expand housing options for homeless families.

## **Additional NAYA Family Center Duties:**

- Understand and adhere to confidentiality
- Develop positive relationships with collaborative partners, external providers, and property managers
- Provide and maintain continued support to promote housing stabilization with recently housed families for an appropriate minimum time length (six months and longer)
- Be responsive to property managers as concerns arise to support participants in retaining their housing and preventing eviction. Follow up with property managers to determine outcome of any needed interventions
- Provide ongoing assessment of needs and risk of harm for each individual and respond appropriately
- Consistently use strong professional judgment while providing services to participants, including taking appropriate safety precautions while transporting participants and providing services to participants in the community/homes
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff
- Participate in trainings and/or meetings to ensure program outcomes are achieved
- Represent NAYA with the utmost professionalism in the community
- Participate in cross-departmental team projects and contribute to fostering a safe and healthy environment
- Actively and collaboratively participate in multi-disciplinary team meetings and consultations
- Other duties as assigned by Housing Services Manager

## **Qualifications:**

### Education & Training:

- High school diploma or GED required; at least two years of nonprofit or participant facing experience preferred
- Knowledge of underlying issues impacting homelessness and poverty (such as trauma and mental illness) required
- Knowledge of local community resources, emergency services, and social service agencies, especially with low-income and BIPOC clientele required
- Knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaska Native community and issues surrounding the Urban Indian experience preferred

### 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
- Two (2) years of experience working with homeless individuals and/or families preferred
- Experience using the Assertive Engagement and Housing First model of service delivery preferred
- Ability to stay composed and exercise good judgment in stressful situations such as working with participants facing trauma and challenges
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
- Clear and effective communication skills including active listening

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- Proficient computer skills including:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use
  - Email

**Work Environment:** 80% office/home/remotely, 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 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
- Frequent use of keyboard, monitor, mouse, telephone and/or headset
- 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)
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

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:**

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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)