



# 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

<b>Position:</b>	<b>Early Childhood Family First Advocate</b>
<b>Department/Program:</b>	Family Services
<b>Compensation:</b>	\$50,000 - \$54,000/Annually
<b>Benefits:</b>	Medical, dental, vision and life insurance and flexible spending accounts. 401K retirement plan after 3 months of employment with a NAYA match contribution of 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 staff supervision.
<b>Reports To:</b>	Early Childhood Services Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	September 2024

**Position Description:** This position is part of the Early Childhood Services program and is responsible for case management of Families either engaged with or working to avoid engagement with both state and tribal out of care systems, as well as children ages 0-8 served in our early childhood programs. Working in a team setting, case management duties 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 early childhood programs.
- Assess client needs; make independent decisions about how to provide support for youth and families in early childhood programs.
- Maintain ongoing contact with youth and families on caseload.
- Maintain and develop resource list and resources for Native youth and their families in the areas of child development and school readiness.
- 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 systems.
- Maintain excellent Case Management procedures (including a comprehensive client database) in compliance with funding sources, strength-based interventions, and priorities of the Family Services Director and the Chief Executive Officer (CEO).

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- Plan and provide intervention, activities, counseling, and support for Native American youth, families and other service providers.
- Provide training with the Positive Indian Parenting model and provide home visiting services to participating families.
- Facilitate Chxi San structured playgroup activities.
- Work in coordination with the other NAYA Family Center program departments to refer participating students to the NAYA OCDC and PPS Head Start partnerships, Tutoring Center, Sports Activities, Culture and Arts classes, youth nights, and field trips.
- 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.
- Participate in staff training.
- 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.
- 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.

**Education/Experience:** Bachelor of Social Work, or more than two (2) years' experience in human services and early childhood education.

## **Qualifications and Skills:**

- A minimum of two (2) years experience in human services with low income and culturally diverse populations
- Knowledge of community resources and emergency services
- Excellent verbal and written communication skills
- Ability to manage case loads efficiently
- Experience working in urban and rural Indian communities
- 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
- Ability and experience working with the Indian Child Welfare Act and the Department of Human Services
- Strong computer skills including web-based research, word processing, database management, email and Microsoft Office programs
- 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

**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:** lifting a maximum of 30 pounds, sitting for extended periods of time.

**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.

**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)