



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

Position:	Health Equity Program Manager
Department/Program:	Youth and Education Services
Compensation:	\$68,000 to \$72,000 annually
Benefits:	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.
Employment Status:	Regular, Full-Time, Exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	Supervises NAYA’s Health Equity Team and NAYA’s Indigenous Food Sovereignty staff of 3.0 FTE
Reports To:	Youth and Education Services Director
Job Location:	Portland, OR
Created/Revised:	Revised September 2024

Position Description:

The Health Equity Program Manager provides leadership, support, and management of Public Health and Indigenous Food Sovereignty programs within the Youth and Education Services Department. This position is engaged with the community to promote whole body wellness and address social determinants of health that impact the Urban Native community. This position is expected to provide supervision and guidance to community health and food sovereignty program staff, build capacity in priority public health areas, and manage multiple public health and food sovereignty grants as well as grant proposals to support program growth and sustainability. The Health Equity Program Manager is responsible for providing technical expertise and consultation to integrate policies and best practices at the organization around health and health equity.

This position will spend approximately (50%) supporting NAYA’s Indigenous Food Sovereignty and Community Health worker and Traditional Health worker programs, another (30%) of time will be spent on program oversight and supervision of staff, the remaining (20%) of time will be spent performing general administrative tasks and other NAYA duties such as staffing events. The position will require some travel.

Essential Functions:

- Foster both internal (cross-departmental) and external collaborations to advance the organizational mission of NAYA as it relates to health equity Indigenous Food Sovereignty Building relationships and engaging with partners Community Health Workers, Elders and Natural Helpers, community members and other stakeholders to identify prioritizing public health opportunities
- Oversight of Community Health Workers, community health program objectives, while ensuring contractual outcomes and commitments are carried out and program operational requirements are fulfilled, including:

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- Overseeing multiple program offerings to ensure contract compliance and timely completion of reporting requirements
- Collecting data and completing program evaluation/reporting requirements for grants and contracts
- Interfacing with staff and technical support providers to ensure agency client database systems are able to model programming needs
- Guide NAYA's Health Equity program and produce departmental work plans, including:
 - Providing orientation to contractual grant objectives and outcomes, coordinating necessary staff training, and providing ongoing support to program staff
 - Holding regular formal and informal planning sessions with program staff and partners to ensure objectives are being met and staff have adequate support (such as casual daily supervision, individual supervision meetings, program-wide staff meetings, etc.)
 - Hiring along with YES Director to screen and select new program staff, as needed
 - Advising the YES and CEO and Directors on NAYA's position and needs around community health and health equity needs
 - Represent NAYA and the Urban Native voice both externally and internally to health equity systems and stakeholders
 - Lead and/or provide assistance to the YES Director in the application and submission of new grants pertaining to health and health equity
- Ensure Essential Functions of all funded program objectives and outcomes are met and help identify and seek new health equity programs that will benefit Portland's Urban Native American population
- Collaborate with external partners as necessary to form, maintain, and strengthen relationships that lead to improved services to program clients, including:
 - Establishing and maintaining effective working relationships with organizations focused on health equity, public health, and healthcare services
 - Fostering effective communication, family engagement, and collaboration with clients, colleagues, NAYA staff, and community members

Additional Duties:

- Additional HealthEquity Program Manager Duties:
 - Collaborating with agency leadership to identify critical reporting data and model new programs within agency client database systems
 - Support the growth and strengthening needs of the community health work and health policy programs by collaborating with department staff to develop additional services (as funding streams permit)
 - Other duties as assigned by Youth and Education Services Director
 - Staff the Oregon Health Equity Alliance Steering Committee, Staff or assign staff leads for other relevant coalitions
- 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),
 - 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
 - Contribute to fostering a safe and secure environment for community members and staff

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Qualifications:

Education & Training:

- Master's degree in public health, Community Health, Social Work or similar field or bachelor's degree and a minimum of three years' experience managing health and/or social services grants. A combination of equivalent education and experience may be an acceptable substitute.
- Knowledge of regenerative agriculture processes, traditional ecological knowledge in the farming process, and seasonal agricultural practices in the Pacific Northwest.
- 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
- Knowledge and understanding of the local public health landscape and environment
- Knowledge of local community resources, emergency services, and social service agencies, especially with low-income and ethnic minority clientele required
- Knowledge of the social determinants of health
- 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 required

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 (3) years of experience working in public health, advocacy, and/or social services focused on low-income and culturally diverse populations
- A minimum of two (3) years of progressively responsible (including supervisory) experience
- Demonstrated ability to use leadership and communication skills to form positive relationships with diverse community partners
- Ability to apply an understanding of mental health issues occurring in childhood to clients
- Demonstrated ability to create client treatment plans and attain client treatment plan goals
- Demonstrated ability to implement and evaluate programs, including create and implement program policies and coordinating multiple concurrent program activities
- Ability to manage grants, including grant writing, reporting and evaluation
- Ability to write grants that are successfully awarded
- Demonstrated ability in project management (planning, organizing, prioritizing work and follow-through)

Skills:

- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding clients
- Ability to collaborate with others as an active and productive team member and team leader (including staff members, community volunteers, and program participants)
- 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 consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Ability to facilitate and organize staff development opportunities, including creating and performing employee trainings
- Exceptional written communication skills, including preparing publications that are error-free, and applying highest standards of integrity to document composition

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- Exceptional verbal communication skills, including persuasive oral communication, leading public presentations, and engaging in active listening
- Proficient computer skills, including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email
- Specific computer skills including:
 - Client/case management database systems (such as Efforts to Outcomes and Service Point)

Work Environment: 75% office/classroom/home/remotely, 25% outside (home) 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.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 40 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).
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

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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