



# 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

<b>Position:</b>	<b>Sexual Assault Advocate</b>
<b>Department/Program:</b>	Family Services Department; Healing Circle Program
<b>Compensation:</b>	\$29.00 hourly
<b>Benefits:</b>	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.
<b>Employment Status:</b>	Regular, Full Time, Non-Exempt
<b>Hours:</b>	9am-6pm Friday-Tuesday; this position will be required to work onsite Friday, Monday and Tuesday and work remotely but on-call for in-person hospital response Saturday and Sunday.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Healing Circle Manager
<b>Job Location:</b>	Portland, OR
<b>Created/Revised:</b>	February 2025

### Position Description:

This position is part of the Healing Circle Program focused on culturally specific domestic violence, sexual assault, and sex trafficking advocacy for Native American survivors; and providing a wide range of support services including immediate crisis intervention services, case management, and educational services. The Sexual Assault Advocate works in collaboration with team members and partner agencies to provide confidential support for survivors of sexual assault age 15 and older, with a focus on culturally specific services for Native American survivors. This position will be provide in-person hospital response advocacy to survivors of sexual assault requesting culturally specific support in Multnomah County hospitals and receive case management referrals for survivors interested in follow-up support.

### Essential Functions:

- Efficiently manage a caseload of 10-12 participants.
- Participate in the Multnomah County Unified Response Group by providing confidential in-person hospital response services to survivors of sexual assault seeking culturally-specific support while accessing medical and forensic exams.
- Maintain excellent case management procedures in compliance with funding sources including primarily in-person advocacy.
- Provide participants with a wide range of confidential case management services through the lens of harm reduction, trauma informed care, and strengths-based advocacy.

- Provide trauma-informed advocacy services in medical and legal settings.
- Provide outreach and training to community partners on culturally specific sexual assault advocacy.
- Build and maintain working relationships with tribal domestic and sexual assault programs.
- Disburse client assistance funds and supplies in compliance with funding sources and program priorities.
- Complete intakes, safety plans, action plans, and resource referrals with participants as appropriate.
- Maintain case files and document all contact with participants through written case notes and data entry in compliance with funding sources.
- 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 and Family Services Director.
- Represent NAYA Family Center and the Healing Circle Program at community events and other interest generating opportunities.
- Participate in staff trainings through NAYA Family Center 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 providing sexual assault advocacy required.
  - Applicable lived experience may also be taken into consideration.
- Two (2) years of experience providing sexual assault hospital response advocacy strongly preferred.
- Professional experience providing culturally specific services in Native American communities strongly preferred.
- Knowledge of local and statewide domestic and sexual violence resources (including tribal programs) required.
- Knowledge of Missing and Murdered Indigenous Relatives (also referred to as MMIP or MMIW) as it relates to sexual assault, domestic violence, and sex trafficking.
- 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), 1<sup>st</sup> Aid and Automatic External Defibrillator (AED).
- Assertive Engagement (AES) Certification is strongly preferred.

Experience:

- Lived or professional experience working with survivors of sexual assault required.

- Lived or professional experience navigating medical and legal systems in the context of sexual assault required.
- Lived or professional experience working with at risk youth preferred.
- Experience providing culturally specific advocacy services 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.

Skills:

- Demonstrate working knowledge of the root causes of sexual assault, domestic violence, and sex trafficking.
- Demonstrate ability to incorporate harm reduction, trauma informed care, and strengths-based frameworks in the context of culturally specific services for Native American survivors.
- Demonstrate ability to provide trauma informed care in the context of system-related trauma (medical, law enforcement, criminal justice system)
- Ability to respond to hospital response calls and arrive at the site requesting an advocate within 40 minutes of dispatch.
- 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.

**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.

Additionally, this position is required to respond to in-person hospital response calls in Multnomah County within 40 minutes of dispatch during assigned on-call hours.

**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 accommodation 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. 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.

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 of applicants, only those applicants selected for an interview will be contacted. Please respect our non-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 submit application materials via the links on our website or 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)