



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:	Many Nations Academy Health and Wellness Counselor
Department/Program:	Many Nations Academy Department
Compensation:	Starts at \$58,000-\$60,000 Annually
Employment Status:	Regular, Full-Time, Exempt
Benefits:	Many Nations Academy employees accrue paid Sick Leave at a rate of 4 hours per (semi-monthly) pay period (excluding pay periods that do not include actual working days; refer to the applicable school year calendar for more information). NAYA recognizes several paid holidays per calendar year. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, Life Insurance, and a 401K retirement plan after 3 months of employment.
Employment Status:	General working hours are 9:00am – 6:00pm; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Many Nations Academy Principal
Job Location:	Portland, OR
Created/Revised:	May 2024

Position Description:

The Many Nations Academy Health and Wellness Counselor & Teacher fulfills a dual role within the Many Nations Academy. The position is a combination of 50% time spent functioning as a Counselor, 25% time spent teaching Physical Education, and 25% time spent teaching Health Education. The primary goal of this position is to support students' holistic well-being, fostering lifelong healthy living habits that address the mind, spirit, body, and context quadrants within the relational worldview model.

Essential Functions:

Many Nations Academy Health and Wellness Counselor (50%)

- Provide comprehensive social-emotional counseling and support to students individually and in groups
- Develop, implement, and evaluate a comprehensive school counseling program focusing on academic, career, and personal/social growth
- Collaborate with staff, families, and community resources to address student needs and promote overall well-being
- Guide students in academic planning, career exploration, and the development of essential life skills
- Maintain confidential student records and manage student behavior in alignment with established policies
- Coordinate and administer school-wide assessments as required

NAYA Family Center | Position Description: **MNA Health and Wellness Counselor**

Many Nations Academy Physical Education Teacher (25%)

- Deliver daily physical education instruction based on established curriculum and state standards
- Develop engaging lesson plans and instructional materials that foster skill development and student growth
- Create a positive and managed learning environment conducive to student participation and reasoning
- Assess student progress in physical education, academic skills, and personal-social development
- Communicate student performance and behavior to parents through regular reports

Many Nations Academy Health Education Teacher (25%)

- Deliver daily health education instruction using established curriculum and state standards
- Develop and implement engaging lesson plans, instructional materials, and health/wellness activities
- Foster a structured and supportive classroom environment that promotes learning and critical thinking
- Assess and evaluate student academic progress, social growth, and understanding of health concepts
- Communicate student performance, progress, and behavior to parents through quarterly reports

Additional Duties:

- Support school-wide operations including class substitution and student management as needed
- Enhance student engagement by identifying external opportunities and leading extracurricular activities or school initiatives
- Drive curriculum development and instructional improvement by integrating research-based practices with a focus on Native American communities
- Actively uphold and contribute to the school's mission, vision, and values
- Contribute to staff development efforts through design, implementation, and facilitation
- Perform other duties as assigned by the Principal to address evolving school needs

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), Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
- 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

Qualifications:

Education & Training:

- Bachelor's or Master's degree with an emphasis in School Counseling, Mental Health Counseling, or a closely related field required
 - Background or coursework in Physical Education, Health, or Wellness is a plus
 - A combination of equivalent education and experience may be an acceptable substitute
- Knowledge of Native American history; an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Native experience required

NAYA Family Center | Position Description: **MNA Health and Wellness Counselor**

Certifications/Credentials:

- Active Oregon School Counselor license issued by the Teacher Standards and Practices Commission (TSPC) preferred
- Non-certified teachers with significant and exceptional professional and cultural experience may be considered on a case-by-case basis
- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)

Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native population, including working within a tribe, board, or other organization) strongly preferred
- Six (6) months or more of experience providing academic support and/or mentoring services preferred
- One (1) year or more of experience coaching and/or teaching required
- Demonstrated interpersonal communication and conflict resolution skills
- Demonstrated ability to collaborate to meet goals
- Demonstrated professional record of improving student achievement

Skills:

- Demonstrated ability to collaborate to meet goals
- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed and/or demanding students
- Ability to garner respect and build trust with students from diverse backgrounds
- Ability to build strong relationships with students and colleagues
- Ability to collaborate internally within Many Nations Academy and externally with the greater community
- Ability to navigate different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - Microsoft Suite, including Outlook
 - Google Suite
 - Canva
 - Other relevant digital curriculum platforms as required by the department
- Ability to consistently apply sound decision-making procedures and a thorough analysis of the situation when solving problems
- Ability to be adaptable when managing changing priorities and schedules, without compromising quality of work or commitments
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time
- Operate various school and office equipment, computer technologies, and software
- Display judgment that supports professional standards of conduct at all times

Work Environment: 95% office/classroom, 5% outside office including travel time.

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

NAYA Family Center | Position Description: **MNA Health and Wellness Counselor**

- 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. 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, if they haven't already

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 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