



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:	Data Quality and Reporting Specialist
Department/Program:	Housing and Stabilization Services Department, multiple programs
Compensation:	\$28 - \$30/hourly
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, Non-Exempt
Hours:	General working hours are Monday to Friday 9am-6pm; occasional evenings and weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Director of Housing and Stabilization Services
Job Location:	Primarily Portland, OR with some time in Vancouver, WA
Revised:	August 2025

Position Description:

NAYA is the area’s home for Indigenous people from across the continent, hosting dozens of programs that support and are led by youth, families, and elders. The Data Quality and Reporting Specialist helps ensure the successful entry and use of data for programmatic decision-making, contractual obligations and funder reporting. Primary responsibilities include approximately 85% data entry, assurance of data quality and working with Director on required reports to funders, approximately 15% participant phone or email interaction during the follow-up or occasionally initial intake process. The primary databases used are Efforts to Outcomes (ETO) and WellSky Homeless Management Information System (HMIS). Excel, SharePoint, Teams and other programs are also used. The primary databases used are subject to change. Successfully collecting participant data requires experience with trauma-informed care and motivational interviewing.

Essential Functions:

- Enter participant data in HMIS for program staff as needed or as requested by supervisor, including service transactions (rent, utilities and flexible assistance) when required by funder
- Assist in creating confidential ETO participant profiles that can be accessed across departments to help connect wraparound service delivery
- Help ensure that all contractual required (typically 6- and 12- month post exit) follow ups as well as annual recertifications are scheduled, completed and entered in HMIS. This includes performing follow-ups if needed when staff turnover occurs.
- Work with Director to run program reports in HMIS and ETO, check for accuracy of data input and compile required quarterly, semi-annual and annual reports for funders
- Assist with orienting new team members to the Department’s data collection requirements and procedures
- Technical assistance for k^hwat yaka haws (Auntie’s Place) staff around HMIS data quality and reporting
- Assist programmatic staff and leadership with maintaining data security

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Additional Data Quality and Reporting Specialist Duties:

- Coordinate with the Data and Evaluation Team and Supervisor on quality-assurance and training projects
- Pre-screen participants for program eligibility and/or intakes if requested
- Work with Supervisor to assist in program evaluation projects as capacity allows
- Other duties as assigned by Supervisor

Additional NAYA Family Center Duties:

- Understand and adhere to confidentiality
- 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 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:

- High School Diploma or GED required, or a minimum of 2-years of work experience in an office/data entry setting
- Knowledge of and familiarity with homeless prevention and housing services strongly preferred
- 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
- Understanding of trauma-informed care, non-violent communication, and conflict resolution
- Understanding of data security protocols for HIPAA, VAWA, and other regulatory frameworks

Certifications/Credentials:

- Certification (or ability to certify) and ability to maintain certification in Cardiopulmonary Resuscitation (CPR), 1st 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
- At least one year's experience accurately entering data into a database and using data to advance team goals
- Demonstrated experience putting into practice each of the skills detailed below
- Demonstrated ability to implement complex projects
- Experience training, teaching or mentoring people, with patience and an understanding of different learning styles

Skills:

- Effective and respectful communication with a broad diversity of people and situations
- Thinking in terms of systems instead of individuals, of complexity instead of linearity, and of the sometimes-limited utility of data
- Trauma-informed communication and ability to resolve conflicts with an eye toward collective wellbeing
- Communication skills, active listening (verbal and written)
- High attention to detail
- Proficient computer skills including:
 - Databases
 - Word Processing

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- MS Excel
- Email such as Outlook

Work Environment: Estimated 90% office, 10% 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 from home 1 to 2 days a 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 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 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 Due Date: Open until filled

Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the high number of 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

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Portland, OR 97218

Fax: (503) 288-1260

E-mail: jobs@nayapdx.org