



## Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, Oregon 97218

P (503) 288-8177 | F (503) 288-1260 | [www.nayapdx.org](http://www.nayapdx.org)

### Native American Youth and Family Center Job Announcement

The Native American Youth and Family Center (NAYA) serves self-identified American Indian and Alaska Native youth and their families in the Portland metropolitan area. Founded in 1974, NAYA provides a continuum of year round services for children, youth and young adults, including middle and high school educational case management and after-school tutoring, employment services, financial wellness and housing education, foster care, cultural arts classes and sports and recreation programs. NAYA also provides domestic violence case management, crisis intervention services, parenting classes and emergency food supplies.

**NAYA Mission is** “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

NAYA is pleased to announce the following Job Opening:

#### VISTA Capacity Building Project

##### Position Description – VISTA Elder Services Planning Specialist

**Position:**

**VISTA Elder Services Planning Specialist**

**Department/Program:**

Family Services

The Family Services department houses many of NAYA Family Centers social service programs that work with families to create healthy and safe living environments. The Healing Circle Domestic Violence program, offers crisis intervention and ongoing support to victims of domestic and sexual violence, the Pathways to Adulthood and Foster Care programs offers services to youth exiting the Foster Care system and those who are currently engaged in the system to help them move towards reunification and a safe family life. The Emergency Housing services offers limited low income housing opportunities to families, limited emergency rent assistance.

**Compensation**

Members receive onsite AmeriCorps team training, career development and monthly Tri-Met bus passes. In addition the Corporation for National Community Service provides a living wage paid every other week, health coverage, moving expenses and childcare benefits. Upon successful completion of the one year program, VISTAs may qualify to receive a \$4725 educational award or a \$1200 cash stipend.

**Employment Status:**

AmeriCorps VISTA



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### **Hours:**

VISTA's are required to commit one full year of full-time service with no outside commitments.

### **Supervision:**

No supervisory requirements

### **Reports To:**

Tawna Sanchez

### **Job Location:**

Portland, OR

### **Position Description:**

This position will assist in the design and implementation process for the Elders Program at the NAYA Family Center. The program will provide ADS compliant food services, exercise and elders educational services for senior and disabled members of the Native American community in the Portland Metro area.

### **Essential Functions:**

- Assist with the development of food service programs for in house and home delivered hot meals
- Assist in the development of guidelines for services to be delivered to seniors in compliance with Aging and Disability Services
- Assist in the development of the reporting systems for monitoring grant funds for the program and service delivery
- Assist in the development of outreach, communication, and promotion of those services to the target community
- Assist in the implementation of a comprehensive social and physical health program of senior activities
- Assist in the development of policies and procedures for the program that cover transportation, food services, service delivery, healthy lifestyles and culturally appropriate services that will be delivered to the target population

### **Qualifications and Skills:**

- Communications
- Community Organization
- Computers/Technology
- Conflict Resolution
- Education
- First Aid



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### Public Health

- Recruitment
- General Skills
- Excellent communication, writing and organizational skills.
- Detail oriented, preferably with strong analytical skills.
- Computer literacy in Microsoft Office Suite and proficient at data entry and systems applications.
- Knowledge of, or willingness to learn about, the System Life Cycle and PMBOK
- Knowledge and experience in nonprofit agencies is preferred.
- Knowledge of, or willingness to learn about, Native culture and issues.
- Spirit of cooperation and ability to work as part of a team.

### NAYA Field of Service:

1. Community Outreach
2. Elder Care
3. Health
4. Hunger
5. Homelessness
6. Housing
7. Public Safety

### Education/Experience:

Desired Education Level: College Graduate

**Work Environment:** \_\_\_55\_ % office/classroom, 40% (do not edit this number) VISTA team projects \_\_\_5\_ % outside office including travel time.

**Physical Requirements:** lifting a minimum of 30 pounds, sitting for extended periods of time.

**Equipment Used:** Computer, phone, fax, copy machine.

**Safety Considerations:** Some travel may be required.

### Instructions to Apply/Application Procedures:

Submit an AmeriCorps application online by visiting <http://my.americorps.gov> and clicking on the “Apply to serve” link. Applicants are also required to submit a resume and cover letter. Documents in Microsoft Word (.doc) or Adobe PDF format may be emailed to Shannon Effler ([shannone@nayapdx.org](mailto:shannone@nayapdx.org)). Additionally, paper resumes, cover letters or applications can be mailed to:

**Application Deadline:** April 15, 2009

Shannon Effler, AmeriCorps\*VISTA Leader  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR 97218



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or submit by fax:

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