



Native American Youth and Family Center

5135 NE Columbia Boulevard, Portland, Oregon 97218
P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

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

Position Description – Youth Development Advocate

Position:	Youth Development Advocate
Department/Program:	Youth and Education Services Department
Compensation:	DOE; and 80 hours vacation 1 st year, 120 hours vacation 2 nd year, 96 hours sick, 10 holidays, medical/dental/vision, Section 125 Cafeteria Plan Flexible Spending Account, Life Insurance and 401k after 1 yr. employment
Employment Status:	Full-time, non-exempt
Hours:	General working hours are 9:00 am to 6:00 pm. Some evenings and occasional weekends may be required. Flexible work schedule is available upon approval.
Supervision:	No supervisory requirements
Reports To:	Direct Services Manager, and Director of Youth and Education Services
Job Location:	Portland, OR

Position Description: The Youth Development Advocate is part of the Native American Youth and Family Center Youth Services Department. The Youth Development Advocate will work with or on behalf of youth to facilitate their personal and social development and, create healthy and on-going support systems and foster relationships that enable them to gain a voice, influence and place in their community as they transition to independence. This position will work with youth identified as being homeless by providing prevention activities designed to build and strengthen their identity and role within the Native community.

Essential Functions:

- Provide engagement services to unaccompanied youths while in host home/shelter placement, to assist them in reunification, if appropriate, or acquire an alternate safe, stable placement;
- Provide referrals to family counseling to prevent youth homelessness;
- Present program information to referral agencies;
- Provide intervention, support, information and referral and advocacy for youth (Emergency Crisis intervention supplies, Transportation, Advocacy for clients seeking safety, etc)
- Establish relationships that encourage positive social and emotional development;
- Facilitate youth engagement and self-determination;
- Integrate and reconnect youth with natural supports and community resources;
- Create and nurture ”Protective Factors”* in each youth’s environment;
- Work collaborative with youth to address their full range of needs;
- Manage crisis and provide service intervention as needed;
- Participate in the coordination of services and program development in a interdisciplinary, multi-agency team setting;
- Maintain documentation in a timely, thorough and accurate manner;
- Participate in required project and agency meetings;
- Participate in all training and professional development opportunities.
- Represent NAYA Family Center at community events and other interest generating opportunities;

NAYA Family Center | Position Description: Youth Development Advocate

- Assist in developing resources and options for homeless youth;
- Work with Youth Services staff and community partners to provide accessible services to homeless youth;
- Gather basic demographic information including age, educational level, family and/or intimate relationship information, and current living situation;
- Assist in developing resources for youth in need;
- Assist in database management, including entering client data;
- Assist in the development of Quarterly report for the project;
- Participate in staff trainings;
- Document and record all client information and interaction;
- Facilitate interdepartmental activities to engage youth;
- Engage youth to build and strengthen their identity and role in the Native community;
- Provide transportation for youth to and from activities;
- Attend meetings in accordance with priorities of Youth Services Department, authorized and/or assigned by Direct Services Manager, including regularly scheduled local government meetings;
- Prepare program activity forms in accordance with agency guidelines. Prepare required activity reports and participate in program evaluation activities as assigned, including programmatic and fiscal reports as required by funding sources;

* Protective Factors: caring relationships, high expectations, and relevant and meaningful participation.

Additional Requirements:

- Other duties as assigned by Direct Services Manager or Director of Youth and Education Services
- Understanding of and adherence to confidentiality policy.
- Coordinate wraparound services effectively with other NAYA Family Center programs and staff.
- Participation on planning committees
- Familiarity with or ability to learn, 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), eSIS, Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
- Certified in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED) or willing to become certified.
- 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.

Qualifications and Skills:

- Three (3) years experience in youth development and/or human services with low income and culturally diverse populations.
- Experience working with homeless youth issues, including youth risk prevention work.
- Case management experience, ability to manage and maintain caseload of 25-40 youth efficiently. Knowledge and expertise in working with families.
- Ability to work independently and efficiently in a variety of community-based, non-traditional settings;
- Demonstrated skills working with youth in individual and group settings;
- Demonstrated commitment to youth participation and involvement in individual and program planning and evaluation;
- Ability to work in an interdisciplinary team setting;

NAYA Family Center | Position Description: Youth Development Advocate

- Superior communication, organization and interpersonal skills;
- Experience, ability, and commitment to work with sexual minority and culturally diverse staff, participants, and community;
- Commitment to on-going professional development;
- Ability to serve as a role model for youth;
- Creativity, flexibility, and sense of humor.
- Experience working within diverse populations specifically with the urban and reservation Native population, including working within a Native American tribe, organization, board, program, or community. 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.
- Communication skills, active listening, verbal and written, including public presentation skills.
- Knowledge of service systems and clinical issues related to out-of-home youth;
- Knowledge of local community resources and social service agencies, especially with low-income and ethnic minority clientele.
- Strong computer skills including web based research, word processing, database management, email, and Microsoft Office programs.

Communicates and develops positive relationships with youth

- Ability to listen in a non-judgmental way;
- Uses the language of respect;
- Communicates effectively with both young people and adults;
- Develops and maintains professional and trusting relationships;
- Honors youth confidentiality;
- Addresses youth conflict directly and respectfully, and avoids power struggles.

Interpersonal Qualities

- Teaches and models effective problem solving and conflict negotiation;
- Recognizes appropriate intervention;
- Is able to manage conflict;
- Understands and maintains appropriate professional boundaries when working with youth
- Is able to motivate and engage young people individually and in group;
- Flexibility in providing services in non-traditional settings i.e. the community, cafes, schools, parks, etc.
- Utilizes positive and enthusiastic interpersonal skills;
- Ability to make decisions independently;
- Ability to work collaboratively with youth and team members;
- Supports youth self-determination building on strengths and assets.

Respects and honors cultural and human diversity

- Exhibits an awareness of commonalities and differences (such as gender, race, age, culture, ethnicity, class, religion, disability) among youth of diverse backgrounds and shows respect for those of different talents, abilities, sexual orientation and faith.
- Builds on diversity among and between individuals to strengthen the program community and the community at large;
- Serves as a role model for the principles of inclusion and tolerance;
- Understands and respects culture of youth/families.

Community/Family Engagement

- Ability to engage community members in support roles;

NAYA Family Center | Position Description: Youth Development Advocate

- Knows the social context and rights of young people;
- Understands family systems and resources;
- Understands and can network systems/options for youth;

Education/Experience: Master's of Social Work preferred. College graduate with Bachelor's degree in Social Work, Counseling and/or Education, or equivalent combination of education and/or work experience.

Work Environment: 40% office/classroom, 60% outside office including travel time.

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

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

Safety Considerations: Some travel may be required.

Other Requirements:

1. Valid Drivers License, successful completion of a background investigation, and must be eligible to be an insured driver under NAYA Family Center's liability insurance policy, and remain so during the course of employment.
2. Successful completion of a background investigation

Application Procedures: Interested candidates should submit a cover letter addressing their qualifications for the position and why they are interested in joining the NAYA Family Center team. Please also enclose a NAYA application and your resume. Applications and the official position description can be obtained online at <http://www.nayapdx.org/about/jobs.php>.

Application Deadline: February 12, 2012

Attention: Incomplete applications will not be considered. Due to the sheer number applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy.

Please send application materials to:

Patrick Eagle Staff, Human Resource Manager
Native American Youth and Family Center
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Portland, OR. 97218
Fax: (503) 288-1260
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