



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—*Employment Life Skills Coach*

Position:	Employment Life Skills Coach
Department/Program:	Employment, Housing and Community Development
Compensation:	Wage \$14.00 - \$16.00 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:	Regular full-time, non-exempt
Hours:	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Community Services Manager
Job Location:	Portland, OR

Position Description:

This position is part of the Employment, Housing, and Community Development (EHCD) department and will focus on service delivery objectives and activities associated with the Employment program. The position focuses on outreach, participant assessments, development of individual goals for participants, providing and coordinating work experience and training opportunities, job searches and placements, and professional development activities for participants. This position is expected to maintain a high standard of professionalism, confidentiality, and esteem building interactions with clients, staff, and agency partners in accordance with NAYA Family Center’s personnel policies. This position is primarily a direct service position (70%). The balance of the time (30%) the position is performing general administrative tasks and service coordination.

Essential Functions:

- Responsible for recruiting, screening, and enrolling eligible participants into the program and meeting contractual goals, including enrollment and participant performance goals. Provide information, referral and advocacy for services to participants when a need or goal is identified to support client success.
- Provide a comprehensive assessment of each participant’s educational, housing, financial, and career goals as well as community and personal achievements. Disburse client assistance funds including bus tickets and other participant supplies in compliance with funding restrictions and program priorities. Responsible for transporting clients whenever necessary to support client success in navigating their career path.
- Provide coaching and mentoring services to participants in accordance with agency policies and procedures in a way that best meets client needs.
- Maintain accurate information in the agency wide client database and other required data management tools for reporting and tracking purposes, including entering client data and tracking expenditures.
- Responsible for meeting business and corporate outreach goals to maximize participant job placements and professional development goals.
- Attend meetings as assigned by the Community Services Manager and represent the program at community events and other public relations opportunities.

Additional Responsibilities:

- Participate in staff trainings and other staff meetings as required.
- Other duties as assigned by Community Services Manager and/or EHCD Director.

- 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:

- A minimum of two (2) years prior experience in life skills training, employment/job development services, youth development, and/or human services with low-income and culturally diverse populations.
- Ability to manage and maintain a caseload of 40+ participants efficiently. Knowledge and expertise in working with individuals and families on economic self-sufficiency issues.
- Communication skills, including active listening, verbal and written, and public presentation skills.
- Knowledge of local community resources and experience with workforce system and social service agencies, especially with low-income and ethnic minority clientele.
- Ability to track project data pertinent to participant engagement in project activities and contribute to design, implementation, revision, and maintenance of the project.
- Strong computer skills including web based research, word processing, database management, email, and Microsoft Office programs.
- Experience working 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.

Education: Bachelors Degree in Social Work, Counseling, Business Administration, Public Administration, or similar field and/or equivalent experience.

Work Environment: 70% office/client meetings, 30% outside office including travel time.

Physical Requirements: Lifting a maximum of 30 lbs. over your head, 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: August 3, 2010.

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
5135 NE Columbia Boulevard
Portland, OR. 97218
Fax: (503) 288-1260
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