



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 – Gang Prevention Advocate

Position:	Gang Prevention Advocate
Department/Program:	Youth Services Department
Compensation:	\$14.00 -18.00 per hour; 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 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Direct Services Manager and Director of Youth Services
Job Location:	Portland, OR

Position Description: The Gang Prevention Advocate is part of the Native American Youth and Family Center Youth Services Department. This position will work with youth identified as at risk for gang involvement by providing prevention activities designed to build and strengthen their identity and role within the Native community. The position will be responsible for intensive case management of 40 youth per school year. The Gang Prevention Advocate will need to be able to effectively communicate with students, parents, teachers and school officials. The NAYA Family Center is equipped with an up-to-date computer lab, Internet access, and a small library. This position is primarily a direct service position (75%). The remaining time will be dedicated to record keeping and general administrative tasks.

Essential Functions:

- Provide intensive case management services to a total of 40 youth. 60% Middle School and 40 % High School students, ages 11-18 throughout the school year in accordance with agency policy and procedures.
- Provide outcomes based student assessment, strength based interventions and activities.
- Provide case management services to students in accordance with agency policy and procedures (including use of comprehensive client database). Disburse student/client assistance funds including bus tickets and school supplies in compliance with funding source and program priorities.
- Perform community outreach and maintain an updated community resource directory.
- Perform assessment of family strengths to identify capacity to support student; develop support agreement with parent/guardian/significant family member to support student; develop and conduct parent/guardian skill building workshops.
- Transportation: Assist the Youth Services Department with the coordination of transportation for students (i.e. tutoring, field trips, etc) and provide transportation for youth using agency vehicles.
- Provide transportation of clients as needed using agency vehicles and following agency vehicle reservation and check-out guidelines. Assist with picking up students from their schools and bringing them to the NAYA Family Center for services as well as assist with dropping students off at home after programming ends.
- Prepare program planning activity worksheets in accordance with program guidelines. Prepare required activity reports and participate in program evaluation activities as assigned, including programmatic and fiscal reports as required by funding sources.
- Assist in database management, including entering client data.
- Participate in staff trainings.
- Document and record all client information and interaction.
- Facilitate interdepartmental activities to engage youth.

NAYA Family Center | Position Description: **Gang Prevention Advocate**

- Provide activities for youth on caseload to build and strengthen their identity and role in the Native community.
- Provide services with the goal of returning youth to school full-time.
- Attend meetings in accordance with priorities of Youth Services Department, authorized and/or assigned by Direct Services Manager, including regularly scheduled local government meetings.
- Other duties as assigned by Direct Services Manager, Director of Youth Services.

Additional Requirements:

- 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 educational support, youth development and/or human services with low income and culturally diverse populations.
- Experience working with gang-related issues, including youth prevention.
- Case management experience, ability to manage and maintain caseload of 25-40 youth efficiently.
- Knowledge and expertise in working with families.
- Excellent verbal and written communication skills and active listening skills.
- Strong computer skills including web based research, word processing, data entry, 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/Experience: Master of Social Work preferred. College graduate with Bachelor degree in Social Work, Counseling and/or Education, or equivalent combination of education and/or work experience.

Work Environment: 70% office/classroom, 30% 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.

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

E-mail: patrickes@nayapdx.org