



# 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 Advocate

<b>Position:</b>	<b>Youth Advocate</b>
<b>Department/Program:</b>	Youth Services Department
<b>Compensation:</b>	\$14.00- \$17.00 per hour and 80 hours vacation 1 <sup>st</sup> year, 120 hours vacation 2 <sup>nd</sup> year, 96 hours sick, 10 holidays, medical/dental/vision, Section 125 Cafeteria Plan Flexible Spending Account, Life Insurance and 401k after 1 yr.
<b>Employment Status:</b>	Regular full-time, non-exempt
<b>Hours:</b>	General working hours are 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Youth Services Manager and Director of Youth Services.
<b>Job Location:</b>	Portland, OR

**Position Description:** This position is part of the Native American Youth and Family Center Youth Services Department and is responsible for completing assigned program activities that comply with funding requirements and agency program goals to provide direct support to American Indian and Alaska Native students in developing skills, knowledge and abilities to succeed in educational achievement. The Youth Advocate will work closely with youth to assist in the completion of academic programs and to improve reading, writing and math competencies. The Youth 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 outcomes based student assessment, strength based interventions, activities, academic counseling and support for at least 40-50 Native American Middle school and high school aged youth in coordination with families. Provide students with academic supports; ensure students have access to educational skills and life-skill development programming, as well as any programs or opportunities that the students demonstrate an interest in or need based on youth assessment.
- 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.
- Refer students to the following programs, as well as support the student in an effort for the student to find success in these programs:
  - Learning Center: coordinate academic support with tutors and increase participation in the Learning Center through community outreach. Provide one-on-one and/or small group tutoring for youth during Learning Center hours, or during after-school times as well as serve as a teaching/subject resource for tutors.
  - Skill Based learning opportunities: Plan, coordinate, teach classes/workshops that develop youth skills and knowledge so that youth have higher success rates in the classroom, testing and overall academic success in schools.
  - Youth Nights: Plan and carry-out activities that intellectually stimulate social and leadership development of NAYA Family Center youth and encourage positive youth participation.
  - Field Trips: Organize and coordinate fields trips that intellectually stimulate and encourage NAYA Family Center youth participation in accordance with agency policy and procedures.
- Connect students with services: Identify and recommend NAYA Family Center programs or other community resources as needed and appropriate.

## NAYA Family Center | Position Description: Youth Advocate

- Advocacy: Perform educational advocacy on behalf of students with local schools and/or educational agencies. Establish and maintain effective working relationships with local schools and/or educational agencies. Prepare written correspondence and/or program documents as required.
- 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.
- Attend meetings in accordance to priorities of middle school and high school program, authorized and/or assigned by Youth Services Manager, and Director of Youth Services.
- Other duties as assigned by Youth Services Manager or Director of Youth Services.

### **Additional Responsibilities:**

- 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.
- Case management experience, ability to manage and maintain caseload of 40-50 students efficiently. Knowledge and expertise in working with families and advocacy on education issues.
- Excellent verbal and written communication skills and active listening skills.
- Knowledge of and experience working with urban or rural Indian communities; urban Native youth concerns, including gang prevention techniques and skill-building for parenting and pregnant youth.
- 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/Experience:** Bachelors degree in Education, Social Work, or related field. MSW or Oregon Teaching License/certificate preferred.

**Work Environment:** 60% office/classroom, 40% 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> or by contacting the office.

**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](mailto:patrickes@nayapdx.org)