



Native American Youth and Family Center

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

Position Description – *Domestic Violence Advocate*

Position:	Domestic Violence Advocate
Department/Program:	Family Services
Compensation:	\$13.50 – 15.00 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:	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:	Family Services Director
Job Location:	Portland, OR

Position Description: This position is part of the Healing Circle program. Programming focuses on domestic violence prevention and providing a wide range of services including immediate crisis intervention services, advocacy and ongoing support and educational services.

Essential Functions:

- Maintain excellent Case Management procedures in compliance with funding sources and strength-based interventions.
- Provide clients with case management services including administration and direct service for housing services, information and referrals, and client advocacy through face-to-face meetings and telephone contact.
- Contact key staff members in the Portland Metropolitan Area's housing and social service organizations that provide for teens, adults, singles and families to identify and develop critically needed resources for clients.
- Provide intervention, counseling, support, education and advocacy for Native American children, youth and families. (Emergency Crisis intervention supplies, Transportation, Advocacy for clients in Domestic Violence shelters, etc)
- Provide community outreach/training on culturally competent Domestic Violence and Sexual Assault prevention
- Disburse client assistance funds and supplies in compliance with funding sources and program priorities.
- Attend meetings in accordance to priorities of the Family Services Director
- Represent NAYA Family Center and the Domestic Violence Program at community events and other interest generating opportunities.
- Assist in database management, including data entry and grant reporting
- Facilitate Domestic Violence support groups
- Responsible for transporting clients
- Participate in staff trainings
- Other duties as assigned by the Family Services Director

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

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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:

- Minimum of three (3) years experience in domestic violence and human services with low income and culturally diverse populations.
- Knowledge of local housing, community, and social service resources including emergency resources and other resources related to housing, homelessness and eviction.
- Excellent verbal and written skills and ability to effectively communicate with audiences.
- Ability to manage case loads efficiently.
- Experience working in urban and rural Native American communities.
- Willingness to participate in staff development opportunities.
- Experience in working with children and families from culturally diverse populations.
- Knowledge of emergency procedures and certified CPR.
- Strong computer skills including web based research, word processing, database management, email (Outlook) and Microsoft Office programs.
- Ability to work with diverse populations, specifically the urban Native population, including 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 Social Work or related field and/or 3 years domestic violence field experience

Work Environment: 70% office/classroom, 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: Valid Drivers License, successful completion of a background investigation, and must be eligible as an insured driver under NAYA Family Center's liability insurance policy, and remain so during the course of employment.

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.

Position closes: March 21, 2010

Attention: Incomplete applications will not be considered.

Please send application materials to:
Patrick Eagle Staff, Human Resource Manager
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR. 97218
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