



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 – *Employment Life Skills Coach*

Position:	Employment Life Skills Coach
Department/Program:	Employment, Housing and Community Development Department (EHCD)/ Life Skills Development and Economic Security Project.
Compensation:	\$15.00 - \$18.00/hr., 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:	Employment Program Manager and EHCD Director.
Job Location:	Portland, OR

Position Description: The Employment Life coach will focus on providing service objectives and activities associated with the Employment program, including: outreach, participant assessments, development of individual goals for participants, providing and coordinating, work experience and training, internship placements in tribal, government, social service, business or corporate institutions, job search, job placement and job development activities. Referring participants to other services as needed. This position is primarily a direct service position (70%). The balance of the time the position is performing general administrative tasks: service coordination, ability to track project participant data pertinent to participant participation in project activities, primarily entering client data into multiple databases such as Servicepoint, Filemaker and I-Trac. Willingness to learn new database ETO - Events To Outcome. 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

Essential Functions:

- Recruit, screen and enroll participants ages 18 and over.
- Provide assessment of each participant's educational, housing and financial, career goals as well as, community and personal achievements.
- Provide coaching and mentoring service to participants in accordance with agency policy and procedures (including use of comprehensive client database). Disburse client assistance funds including bus tickets and other participant supplies in compliance with funding source and program priorities. Provide information, referral and advocacy for services to participants.
- Responsible for meeting enrollment and participant performance goals.
- Responsible for meeting business and corporate outreach – job placement and job development goals.
- Responsible for transporting clients.
- Attend meetings as assigned by Program Manager and represent the Program at community events and other public relations opportunities.
- Participate in staff trainings.
- Assist in database management, including entering client data.
- Other duties as assigned by Program Manager, EHCD Director, and Executive Director.

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



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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 life skills training, employment-job development service, youth development and or human services with low income and culturally diverse populations.
- Able to manage and maintain caseload of 40+ participants efficiently. Knowledge and expertise in working with individuals and families on economic self-sufficiency issues.
- Communication skills, active listening, verbal and written, including 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 participant data pertinent to participant participation 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, 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: Bachelors Degree in Social Work, Counseling, Business Administration, Public Administration, or similar field and/or equivalent experience.

Work Environment: 75% office, 25% outside office including travel time.

Physical Requirements: Lifting a minimum 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.

Application Deadline: October 4, 2009

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
Phone: (503) 288-8177 - Fax: (503) 288-1260
E-mail: patrickes@nayapdx.org