



Native American Youth and Family Center

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The Mission of NAYA Family Center is “...to enhance the diverse strengths of our youth and families in partnership with the community through cultural identity and education”.

Position Description

Position:	Sexual Assault Advocate
Department/Program:	Family Services Department, Healing Circle Program
Compensation:	\$27.00 Hourly
Benefits:	Medical, dental, vision and life insurance and flexible spending accounts. 401K retirement plan and match up to 6%. 16 paid holidays, sick and vacation accrual with vacation accrual increasing with tenure.
Employment Status:	Regular, Full-Time, Non-Exempt
Hours:	General working hours are Monday-Friday 9am-6pm; flexible work schedule available upon approval; evenings and occasional weekends, as assigned.
Supervision:	No supervisory requirements
Reports To:	Healing Circle Manager
Job Location:	Portland, OR
Created/Revised:	March 2026

Position Description:

The Sexual Assault Advocate works in collaboration with team members and partner agencies to offer confidential support, in-person hospital response, and case management services for survivors of sexual assault, with a focus on culturally specific services for Native American and Alaska Native identified survivors. This advocate will support a caseload of 10-15 participants and utilize and strengths-based and survivor-lead approach to provide comprehensive case management services including crisis intervention, safety planning, goal setting, legal and medical advocacy, and assistance accessing local resources.

Essential Functions

- Efficiently manage a caseload of 10-15 participants
- Provide in-person crisis response and accompaniment to survivors of sexual assault accessing medical care and exams at local hospitals and other medical settings
- Follow case management procedures in compliance with best practices and funding sources, including primarily in-person services
- Assist participants with needs related to recovering from sexual assault, acute safety concerns, court support, criminal justice system involvement, and referrals to therapy providers, counseling, and other local resources
- Assist participants in meeting self-determined goals and provide advocacy services utilizing culturally responsive and harm reduction frameworks
- Maintain case files and document all contact with participants through written case notes and data entry in compliance with funding sources
- Disburse client assistance funds and supplies in compliance with funding sources and program priorities
- Complete intakes, danger assessments, goal plans, and other required documents with all participants
- Maintain confidentiality at all times and complete VAWA compliant releases of information as appropriate
- Participate in outreach and maintain positive working relationships with other victim’s services programs and local social services organizations

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- Assist with hospital response coverage needs as assigned
- Assist with hotline coverage needs as assigned
- Attend program, department, agency, and community partner meetings as assigned by the Healing Circle Manager and Family Services Director
- Other duties as assigned by the Healing Circle Manager and Family Services Director

Additional Duties:

- Additional NAYA Family Center Duties:
 - Understand and adhere to confidentiality
 - Coordinate wraparound services effectively with other NAYA Family Center programs and staff
 - Input data, and maintain NAYA and/or contractually required information database systems to track client information
 - Includes entering client data, assisting and/or preparing periodic reports
 - Database examples include but are not limited to: Efforts to Outcome (ETO), Counselor Max, SAGE Fund Accounting, Raisers Edge, etc.
 - Participate in trainings and/or meetings to ensure program outcomes are achieved
 - Represent NAYA with the utmost professionalism at community events and other public relations opportunities
 - Work as an active member of departmental team
 - Participate actively in cross-departmental team projects
 - Contribute to fostering a safe and secure environment for community members and staff

Qualifications:

Education & Training:

- Bachelor's Degree in Social Work or a related field or 3+ years of experience working with survivors of sexual assault
 - Applicable lived experience may also be taken into consideration
- Knowledge of local victims' services programs and community resources required
- Knowledge of the medical and criminal justice systems as they relate to survivors of sexual assault
- 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 required

Certifications/Credentials:

- Certificate of completion of forty (40) hours of qualified domestic and sexual assault training or ability to certify within first month of employment
- Certification (or ability to certify) and ability to maintain certification in Cardiopulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)
- Certificate of completion of Assertive Engagement (AES) Training strongly preferred
- Certifications or credentials related to supporting survivors of sexual assault specifically strongly preferred

Experience:

- Experience working within diverse populations (specifically with the urban and reservation Native American population, including working within a tribe, board, or other organization) strongly preferred
- Lived or professional experience working with survivors of sexual assault required
- Lived or professional experience working with survivors of domestic violence required
- Experience providing hospital response or crisis response advocacy to survivors of sexual assault or domestic violence strongly preferred
- Experience providing case management or follow-up advocacy required
- Experience providing medical or legal advocacy and accompaniment strongly preferred
- Experience completing applications for protective orders, Crime Victim Compensation, or the Address Confidentiality Program preferred
- Professional experience working within a culturally specific program or organization strongly preferred

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Skills:

- Demonstrate working knowledge of the root causes of sexual violence
- Demonstrate working knowledge of the impacts of trauma on survivors of sexual assault and domestic violence
- Ability to manage a high-volume caseload of participants efficiently
- Ability to provide trauma informed and survivor-lead support while navigating complex systems (criminal justice, medical, housing, DHS)
- Ability to apply basic principles of harm reduction while supporting survivors of sexual assault and domestic violence
- Ability to stay composed and respond appropriately in stressful situations, such as navigating acute crisis or supporting distressed participants
- Ability to adapt to participant needs including managing changing priorities and schedules without compromising quality of outcomes or failing to uphold commitments
- Ability to practice efficient time management, organization, and discernment while navigating conflicting deadlines or workload demands
- Ability to deal with different people and situations appropriately, including effective communication with people from diverse backgrounds
- Communication skills, active listening, verbal and written, including public presentation skills
- Proficient computer skills including:
 - Web-based research
 - Word Processing
 - MS Excel
 - Database use
 - Email

Work Environment: This is a direct service role with approximately 70% on site or in community and 30% at home or remote. Program staff are expected to work on site or face to face with clients most of the week. With supervisory approval, employees may be able to work at home 1-2 days per week after successful onboarding.

Physical Requirements:

- The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.
- The employee may be required to sit for extended periods of time.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Equipment Used: Computer, phone, fax, copy machine.

Safety Considerations: Some travel may be required.

Other Requirements:

1. Valid Oregon or Washington State Driver License or must be able to obtain one upon hire (must be eligible to be an insured driver under NAYA Family Center's liability insurance policy which requires an Oregon or Washington driver's license)
2. Successful completion of a background investigation (including a fingerprint criminal history check; see [here](#) for more information)
3. Successful completion of a DHS Background Check Unit

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Application Procedures:

Interested candidates should submit:

1. A Cover Letter addressing your qualifications for the position and why you are interested in joining the NAYA Family Center team
2. A current Resume

Note: Candidates selected for a job offer will be asked to complete a NAYA application, if they haven't already

Application forms and additional information about employment at NAYA Family Center can be found at <http://www.nayapdx.org/about/jobs>.

Application Deadline: Open until filled

Attention: Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number of applicants, only those applicants selected for an interview will be contacted. Please respect our no phone calls policy. This job description does not constitute an employment agreement and is subject to change by the employer due to changes in grants and funding sources.

Please submit application materials via the links on our website or send application materials to:

Attn: Human Resources
Native American Youth and Family Center
5135 NE Columbia Boulevard
Portland, OR 97218
Fax: (503) 288-1260
E-mail: jobs@nayapdx.org