



# Native American Youth and Family Center

5135 NE Columbia Blvd, Portland, OR 97218 | p 503.288.8177 | f 503.288.1260 | nayapdx.org

**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

|                            |   |
|----------------------------|---|
| <b>Position:</b>           | <b>Sexual Assault Response Advocate</b>                       |
| <b>Department/Program:</b> | Family Services/Healing Circle Program                        |
| <b>Compensation:</b>       | \$27/hour when working or dispatched (\$2.50/hr when on call) |
| <b>Employment Status:</b>  | Regular, Part-Time, Non-Exempt                                |
| <b>Hours:</b>              | Regularly scheduled on-call: Saturday and Sunday, 12am–6am    |
| <b>Supervision:</b>        | No supervisory requirements                                   |
| <b>Reports To:</b>         | Healing Circle Manager  |
| <b>Job Location:</b>       | Portland, OR  |
| <b>Created/Revised:</b>    | April 2026  |

### Position Description:

The Sexual Assault Response Advocate position is responsible for providing confidential support during sexual assault exams with a focus on culturally specific services for Native American survivors. In collaboration with Unified Response Group, community partners, and team members, the Sexual Assault Response Advocate provides onsite response and advocacy services to survivors in hospitals and other medical settings and coordinates follow-up services as needed.

On-call shifts are scheduled every weekend on Saturday and Sunday from 12am to 6am. On-call hours are worked remotely until dispatched. The advocate must be able to respond in person to designated response sites in Multnomah, Washington, and Clackamas County within 30-45 minutes from the time of dispatch. No on-site work required other than calls and the associated documentation and data entry which can be performed at employee’s residence. Regular in-person and remote meetings are required, in addition to trainings and events as assigned.

### Essential Functions:

- Provide exam accompaniment and advocacy services including but not limited to; emotional support, safety planning, navigation of systems, and referrals to agency and community resources
- Respond in person to designated response sites within 30-45 minutes of being dispatched
- Collaborate closely with team members to ensure trauma informed follow-up support for participants
- Record and submit all required data and documentation by the end of each shift
- Engage collaboratively and professionally with systems-based partners, including forensic nurses, hospital/clinic staff, law enforcement, etc.
- Maintain confidentiality at all times and complete VAWA-compliant releases of information as appropriate
- Attend the following in-person meetings:
  - 2nd Wednesday, All Staff: 9-11AM
  - 2nd & 4th Tuesdays, Team Meeting: 1-3PM, Supervision/Service Coordination: 3-4PM
  - 2nd & 4th Fridays, Family Services: 1:30–2:30PM (option to attend one meeting remotely)
- Remain responsive to all communication by phone, text message, and email while on call
- Attend trainings and events 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 NAYA Family Center Duties:

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- 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
- 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:

- One (1) or more years providing in-person exam accompaniment for survivors of sexual assault and/or domestic violence required
- Professional experience providing advocacy services to survivors of sexual assault and domestic violence required
- Knowledge of local resources and programs for survivors of sexual assault and domestic violence required
- Knowledge of the criminal justice system, mandatory reporting, and systems-based and tribal programs strongly preferred
- Professional experience providing culturally specific services in Native American communities strongly preferred
- 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 Domestic Violence and Sexual Assault Training or ability to certify within first month of employment
- Certificate of completion of Sexual Assault Specific Core Advocacy Training strongly preferred
- Certification (or ability to certify) and ability to maintain certification in Cardiopulmonary Resuscitation (CPR), 1<sup>st</sup> Aid and Automatic External Defibrillator (AED)

### Experience:

- Professional or lived experience working with survivors of sexual assault required
- Professional or lived experience providing medical accompaniment to survivors of sexual assault and/or domestic violence required
- 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

### Skills:

- Demonstrated working knowledge of the root causes of sexual assault, domestic violence, and sex trafficking
- Demonstrated working knowledge of dynamics and risk factors related to sexual violence
- Demonstrated ability to provide trauma informed care while supporting survivors in acute crisis
- Demonstrated ability to incorporate harm reduction and strengths-based frameworks in the context of supporting survivors of sexual assault and working with Native American communities
- Demonstrated ability to provide trauma informed care in the context of systems-related trauma (medical, law enforcement, legal, etc.)
- Demonstrated ability to maintain professional boundaries with clients
- Ability to work 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

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- Strong computer technology skills:
  - Web-based research
  - Word Processing
  - MS Excel
  - Database use
  - Email

**Work Environment:** On-call shifts operate remotely; the employee must be able to respond in-person to designated response sites in Multnomah, Washington, and Clackamas County within 30-45 minutes from the time of dispatch. Regular in-person and remote meetings are required.

## **Physical Requirements:**

- The employee is occasionally required to stand; walk; sit; use hands to 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

## **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>.

**Attention:** Incomplete applications will not be considered. Electronically submitted applications are preferred. Due to the sheer number 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

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5135 NE Columbia Boulevard  
Portland, OR 97218  
Fax: (503) 288-1260  
E-mail: [jobs@nayapdx.org](mailto:jobs@nayapdx.org)

Our Commitment to Equity and Inclusion NAYA Family Center is committed to equity, inclusion, and the empowerment of Native American and Alaska Native communities. We strongly encourage Native American/Alaska Native candidates to apply, as well as candidates from communities that have been historically underrepresented in nonprofit and social service work.

We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other protected status.