



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

Position:	Domestic Violence Housing Advocate
Department/Program:	Family Services, 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%. 14 paid holidays, sick and vacation accrual with vacation accrual increasing with tenure.
Employment Status:	Regular, Full-Time, Non-Exempt
Benefits:	Most employee benefits are prorated by FTE Percentage, including paid time off, insurance policy contributions, and 401K match. Paid time off includes accruals of sick and vacation hours and 14 paid holidays. NAYA also provides medical, dental, and vision insurance, a Flexible Spending Account, and Life Insurance. Employees may enroll in a 401K retirement plan after 3 months of employment and NAYA will match employee contribution to their 401K, up to 6%.
Benefits:	Sick leave can be used on the 91 st day of employment. Sick leave accrues at the rate of 1 hour of sick leave per 30 hours worked, per state law.
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:	Healing Circle Manager
Job Location:	Portland, OR
Created/Revised:	July 2026

Position Description:

This position is part of the Healing Circle Program focused on culturally specific support for domestic violence and sexual assault survivors; and providing a wide range of support services including immediate crisis intervention services, case management, and outreach and educational services. The Domestic Violence Housing Advocate works in collaboration with team members and partner programs to provide confidential support, case management, short to long term rental and utility assistance, and housing advocacy to survivors of domestic and sexual violence who are unhoused or experiencing housing insecurity, with a focus on culturally specific services for Native American survivors. This advocate leverages partnerships with local homeless shelters, day shelters, and other outreach sites to provide onsite support to individuals and families who identify needs related to domestic and sexual violence. The Domestic Violence Housing Advocate will utilize program funds and supplies to meet survivors’ basic needs and assist them in obtaining and maintaining safe and secure housing.

NAYA Family Center | Position Description: Domestic Violence Housing Advocate

Essential Functions:

- Efficiently manage a caseload of 10-15 participants
- Provide housing placement and retention services to program participants, including relocation assistance, and short and long term rental and utility assistance
- Provide housing advocacy services to participants by engaging in direct contact with landlords and property managers, local housing authorities, utility companies, debt collection agencies, and community partners
- Follow case management procedures in compliance with best practices and funding sources, including primarily in-person services
- Provide mobile advocacy services and outreach to unhoused and insecurely housed survivors, including safety planning, resource navigation and referrals, completing Safety and Stabilization Assessments (SSAs) and other housing screening tools, and distributing harm reduction supplies and other items to meet clients' basic needs.
- Provide Navigation services at the Gateway Center for Domestic Violence one (1) day per week and assist with coverage as needed.
- Maintain case files and document all contact with participants through written case notes and data entry in compliance with funding sources
- Disperse client assistance funds and program supplies in compliance with funding sources to assist clients in gaining safe and stable housing and employment.
- Complete intakes, safety plans, Safety and Stabilization Assessments, goal plans, and other required documents with all participants
- Maintain confidentiality at all times and complete VAWA compliant releases of information as appropriate
- Attend Resource Coordination Team (RCT) meetings as needed
- Track community engagement at outreach sites and events
- Assist with hotline coverage as needed

Additional Duties:

- Additional Duties:
 - Participate in staff trainings through NAYA Family Center and community partners as directed by the Healing Circle Manager and Director of Family Services
 - Attend meetings in accordance with priorities of the Healing Circle Manager and Director of Family Services
 - 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.
 - Other duties as assigned by the Healing Circle Manager and Director of Family Services.
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- 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

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- 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 domestic and sexual violence and/or unhoused individuals required.
 - Applicable lived experience may also be taken into consideration.
- Knowledge of local housing, community, and social service resources (including emergency resources and other resources related to housing, homelessness, and eviction) required.
- Familiarity with the Domestic and Sexual Violence Coordinated Access System 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.
- Certification (or ability to certify) and ability to maintain certification in Cardio Pulmonary Resuscitation (CPR), 1st Aid and Automatic External Defibrillator (AED)
- Assertive Engagement (AES) Certification strongly preferred.

Experience:

- Lived or professional experience working with unhoused families and individuals required.
- Lived or professional experience working with survivors of domestic and sexual violence and/or sex trafficking 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
- Experience providing culturally specific advocacy strongly preferred

Skills:

- Demonstrate working knowledge of the root causes of domestic and sexual violence and sex trafficking.
- Demonstrate working knowledge of the root causes of housing insecurity and poverty.
- Demonstrate basic understanding of Harm Reduction frameworks as it relates to supporting survivors and unhoused community members.
- Demonstrate ability to provide trauma informed care in the context of systems-related trauma (Housing, DHS, Child Welfare, law enforcement, criminal justice system)
- Ability to manage and maintain a high-volume caseload of participants efficiently.
- Ability to stay composed and exercise good judgment in stressful situations, such as dealing with distressed clients.
- Ability to be extremely flexible when managing changing priorities and schedules, without compromising quality of outcomes, ability to complete tasks, or uphold commitments.
- Ability to meet multiple, sometimes conflicting deadlines or workload demands by applying strong organizational systems and efficiently managing time.
- 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

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Work Environment: This is a direct service role with approximately 70% on-site/in community, 30% home/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 to 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 https://www.pps.net/cms/lib/OR01913224/Centricity/Domain/60/Forms%20-%20Fingerprinting/Disqualifying_Convictions_2015.pdf 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>.

Application Deadline: Open until filled.

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
5135 NE Columbia Boulevard

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Portland, OR 97218

Fax: (503) 288-1260

E-mail: jobs@nayapdx.org