



Native American Rehabilitation Association

Over 250 employees providing culturally responsive services in nine locations
1776 S. W. Madison Street, Portland, OR | 503-224-1044

NARA's Hiring: HOPE Housing Specialist

Your skill-set includes starting a project from scratch. You love leading a diverse team whose efforts aim to save lives. You have a master's and two years experience in similar role. Apply today to launch and lead a new program to prevent suicide. If you also have an Oregon State License in Psychology or Social Work and experience in research evaluation, grant-development or granting-writing, that's a plus.

How to apply: Send cover letter, resume, salary requirements, and how you learned about this job opening to Julie at jobs@naranorthwest.org or fax 503-224-4494.

See full job description (below) plus information on (1) sobriety requirement, (2) equal opportunity employer, (3) compensation, (4) organizational background, (5) overview of NARA services, and (6) links to the local community.

The HOPE Housing Specialist was created to support individuals and families receiving housing and support services as part of the HOPE Collaborative. The HOPE program is a permanent-housing project that places highly vulnerable and chronically homeless individuals and families into scattered-site apartments around the Portland Metro area. This position will provide housing placement and retention services for individuals who are chronically homeless and whose health, mental health, and socioeconomic issues have prevented them from accessing housing.

Services will be primarily community- and home-based and are focused on supporting the individual and/or family to end their experience with homelessness, stabilize their housing, improve their health, and move forward in their recovery. This position will work collaboratively with multiple programs of the Native American Rehabilitation Association (NARA). Excellent communication and problem-solving skills with property managers is essential. The position will be sited at NARA's Outpatient/ Annex site in downtown Portland's Goose Hollow neighborhood.

You could have a long career path at NARA. We strongly support employees being offered the opportunity to apply for all of the positions which come open during the year. NARA values its employees and their connection with our

mission; there is no greater commitment we can make as an organization than to support employee growth by giving the necessary resources to grow professionally as well as personally.

Essential Duties

- Complete outreach, screening and referral processes to determine eligibility for HOPE housing services.
- Assist HOPE program participants through housing process including identifying apartment, addressing possible barriers to housing approval, accessing funding for move in costs, and obtaining furnishings for their home.
- Complete program specific initial and annual paperwork with client to assist with housing stability.
- Develop positive relationships with HOPE collaborative partners, external providers, and property managers.
- Respond effectively to property managers if concerns arise in order to support participants in successfully maintaining their housing and preventing eviction. Follow up with property managers to determine outcome of any needed interventions.
- Work in close coordination with other providers/ support systems to address needs of clients such as initiating clinical consults, assuring coordination of treatment planning and ongoing support services.

- Provide home- and community-based engagement services to clients utilizing strengths-based case management while embracing philosophy of Motivational Interviewing and Housing First. Utilize assertive engagement techniques to meet clients where they are willing to participate and coach clients in setting goals and identifying realistic steps in order to achieve them.
- Use strong clinical and professional judgment on a consistent basis while providing services to clients, including taking appropriate safety precautions while transporting clients and providing services to clients in community/homes.
- Demonstrate responsibility for safety of participants and property and ensure that clients are familiar with fire and building regulations and evacuation procedures.
- Provide ongoing assessment of needs and risk of harm for each individual and respond appropriately.
- Provide outreach services as needed to maintain effective engagement in services.
- Complete housing-related treatment plans, progress notes, discharge summaries, and other documentation as required.
- Meet regularly with clinical supervisor for supervision and seek supervision, as needed.
- Participate actively in multi-disciplinary team meetings and consultations.
- Collect information on client demographics and program outcome activities.
- Participate in quality assurance activities including chart reviews.
- Attend and provide relevant training as assigned.
- Participate in providing educational opportunities that promote an understanding and acceptance of culturally relevant health services for Native American and Alaskan Native community and for service providers.
- Perform other duties as assigned to fulfill NARA's mission.

Qualifications

- Qualified Mental Health Associate (QMHA) with at least two years' experience working with individuals experiencing severe and persistent mental illness and chronic homelessness (Qualified Mental Health Professional [QMHP] with master's degree in social work, psychology, counseling, or other related field, preferred) | A "Qualified Mental Health Associate" (QMHA) works to implement SPs under the supervision of a QMHP, and holds a bachelor's degree

in a behavioral sciences field or has three years of combined work, education, training or experience.

- Certified Alcohol Drug Counselor (CADC) or equivalent, highly desirable
- Knowledge: (1) housing resources and programs, (2) understanding of recovery-based, holistic approaches to addressing behavioral health needs, (3) skill in working in multi-cultural and multi-disciplinary environment
- Excellent communication skills and initiative to coordinate care effectively
- Valid driver's license and personal vehicle
- Experience: (1) working in professional capacity with individuals experiencing chronic homelessness or experiencing severe and persistent mental illness, (2) sobriety: minimum of two years sobriety/clean time if in recovery from chemical dependency, (2) work within Native American/Alaska Native community, a plus
- Abilities: (1) engage and interact positively with individuals to promote strengths and improve health and well-being, (2) maintain professional boundaries with clients, community, and staff members, (3) work collaboratively with clients, NARA staff, team members and treat everyone with respect and dignity at all times, (4) pass pre-employment criminal background investigation, (5) pass check by Oregon Division of Driver and Motor Vehicles and (6) pass pre-employment or for-cause drug tests

Additional Information

The following section includes information about the following:

1. Sobriety requirement
2. Equal Opportunity Employer
3. Compensation
4. Organizational background
5. Overview of NARA services
6. Links to the local community

1. **Sobriety Requirement:** NARA requires sobriety of all its employees with minimum of two years sobriety/clean time for those in recovery. All potential hires are required to pass a pre-employment (post-offer) drug-screen and criminal-background check. Our agency is fully committed to supporting sobriety and – as such – all new hires must agree to model (1) non-drinking behavior, (2) no illicit-drug use and (3) no prescription-drug abuse.

2. Equal Opportunity Employer: Equal-Opportunity and Affirmative-Action Employer | Veterans/People with Disabilities/ Race/ Ethnicity/ Gender/ Age/ any protected class: Within scope of Indian Preference, all candidates receive equal consideration. Preference in hiring is given to qualified Native Americans in accordance with Indian Preference (Title 25, US CODE, Sections 472 & 473). We are mission-driven and spirited. Check out our website: www.naranorthwest.org.

3. Compensation: NARA offers employees a generous benefits-package that includes: (A) insurance: medical, dental, vision, prescription, life, accidental death and dismemberment, short- and long-term disability, (B) separate vacation and sick-day accruals increasing with years of service, (C) 12 holidays including your birthday, (D) flexible spending account, (E) employer-matched 401(k) program, and (F) employee assistance program. Benefits are pro-rated for employees who work an average of 20 or more hours per week. Salary depends on experience.

4. Organizational Background: Founded in 1970, the purpose of the Native American Rehabilitation Association (NARA) is to achieve the highest level of physical, mental and spiritual well-being for American Indians and Alaska Native people. NARA employs over 250 people in nine locations throughout the Portland area. They serve over 5,000 clients annually with over 255 tribal nations represented and over one million spirits lifted in 48 years of operation.

5. Overview of NARA services: NARA provides culturally appropriate education, physical- and mental- health services and treatment for substance use disorders to American Indians, Alaska Natives and others in need. Serving the Portland metropolitan area and vicinity, NARA operates a residential family-treatment center, an outpatient treatment center, a child and family services center, a primarily healthcare clinic, several adult and mental health locations, a wellness center, and transitional housing for Native women and children. With over 250 diverse employees, NARA is an Indian-owned, Indian-operated, non-profit organization and a Treatment Center certified by White Bison.

Since NARA's beginning in 1970, traditional Indian cultures have been an integral part of NARA's services. This commitment has attracted individuals from over 255 tribes to NARA's facilities! NARA's

Cultural Director trains and consults staff on cultural competence and provides cultural programming for all clients. NARA also integrates several White Bison curricula including The Medicine Wheel and 12 Steps, Mending Broken Hearts and Understanding the Purpose of Life.

NARA also believes that without the family circle there would be no future. NARA's Elder program hosts biweekly elder lunches and the Portland Indian Elders Support Group (PIES-G). In October 2017, NARA added a 24-bed Youth Residential Treatment Center. NARA's youth program (ages 10-24 years) teaches Native American/Alaska Native cultures and values to empower youth to have a positive identity.

6. Links to the Local Community: See below for links to the local Native community and the community at large.

Portland's Native-American Community

- Travel Portland | Native American Portland | <https://www.travelportland.com/collection/native-american-portland/>
- Metro | "The Roots of Portland's Native American Community" | <https://www.oregonmetro.gov/news/roots-portlands-native-american-community>
- "The Native American Community in Multnomah County" [where Portland is located] | <https://www.portlandoregon.gov/oni/article/505489>
- Multnomah County Library | "Oregon Native American Tribes" | <https://multcolib.org/blog/20160819/oregon-native-americanindian-tribes>
- Portland Indian Leaders Roundtable [See Facebook page for current events.] | <http://www.portlandindianleadersroundtable.org/contributing-organizations.php>
- Portland Public Schools | Indian [and Native Hawaiian] Education Program | <https://www.pps.net/indian-education>

Portland

- City of Portland | www.portlandoregon.gov
- Travel Portland | www.travelportland.com
- Greater Portland | www.greaterportlandinc.com