



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: Project Manager of Housing and Treatment Support-Services

Bring all your gifts and talents into play to help Native people find a home. This calls for collaboration, resourcefulness, and compassion. The Project Manager of Housing and Treatment Support-Services (HATSS) oversees developing and implementing culturally-specific, supportive-housing services for homeless Native Americans, using a strengths-based, housing-first model of care. You'll need your master's, experience, and eligibility for Qualified Mental Health Professional.

How to apply: Send your 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 descriptions (below) plus information on compensation, background, and links to local Native community.

Reports to: Director of Housing Services

Position Purpose: Housing and Treatment Support Services Project Manager (HATSS) Project Manager oversees all aspects of HATSS project, developing and implementing culturally-specific, supportive housing-services for homeless Native Americans, using strengths-based, housing-first model of care.

Nature and Scope: Position is responsible for (1) supervising members of HATSS team, including Housing Specialists as well as Intake and Screening Coordinator; (2) collaborating extensively with community partners and property managers to ensure positive relationships and access to resources for NARA clients; (3) promoting collaboration with Coordinated Access system for homeless adults and families; (4) facilitating project Steering-Committee meetings; (5) ensuring compliance with Substance Abuse and Mental Health Services Administration (SAMHSA) grant and contract requirements, including reports and documentation; (6) leading quality assurance activities including chart reviews; (7) coordinating with evaluation team to support data-collection efforts; and (8) working with community to enlist support and feedback for program.

Essential Job Functions

- Develop and implement program using strengths-based, housing-first model of care.
- Supervise Housing Specialist and other housing support-staff.
- Hire, orient, and train staff.
- Facilitate HATSS team meetings and Steering-Committee meetings
- Oversee work-flow of project operations.
- Ensure compliance with SAMHSA grant and contract requirements, including reports and other documentation.
- Collaborate extensively with community partners and property managers to ensure positive relationships and access to resources for NARA clients.
- Collaborate extensively with other NARA programs to ensure access to appropriate housing resources for NARA clients.
- Assist with grant management, including implementation of work-plans and achieving goals of grant. Assist with tracking data as needed for grant.
- Work with community to enlist support and feedback for program/clients and to give support to community members who are in need of services.

- Crisis assessment, management, and intervention as needed.
- Perform other duties as assigned to fulfill NARA's mission.

Qualifications

Skills and Abilities

- Extensive knowledge and experience working with people with histories of chronic homelessness and in providing supportive-housing services from strengths-based, housing-first perspective
- Risk assessment, management, and crisis intervention
- Knowledge and experience of strengths-based approaches to serving clients
- Knowledge about the effects of severe trauma and experience serving clients who have experienced trauma
- Advanced supervision experience and skill
- High degree of cultural sensitivity and willingness to learn, experience with AI/AN cultures preferred
- Ability to engage and motivate clients and staff
- Collaboration as a primary value and behavior
- Flexibility and creativity
- Organizational and Leadership skills
- Commitment to equity

Education and Experience

- Master's degree in Social Work, Psychology or Counseling
- Eligible as Qualified Mental Health Professional (QMHP)
- Licensure as Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor (LPC), Licensed Marriage and Family Therapist (LMFT), Registered Nurse (RN) or Certified Alcohol and Drug Counselor (CADC) II, preferred
- Two years' supervisory experience
- Alcohol and Drug certificate, a plus
- Minimum three years' experience serving adults and families living with serious mental illness and/or substance-use issues and with histories of homelessness
- Experience providing supportive housing to homeless households, preferred
- Valid driver's license and own vehicle and insurance
- Sobriety: minimum two years, if in recovery

Preference in hiring is given to qualified Native Americans in accordance with Indian Preference Act (Title 25, US Code, Sections 472 & 473). NARA is an Equal Opportunity Employer. Within scope of Indian Preference, all candidates will receive equal consideration. Experience working within Native American/Alaska Native community is considered a plus.

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Mission: 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.

Sobriety: 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.

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.

Background: 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).

Background: 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.

We are mission-driven and spirit-led.

Check out our website: www.naranorthwest.org.

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