



# 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: Supportive Housing Specialist

You will be doing something akin to leaping over buildings in a single bound. On a daily basis, you will be working with individuals and families to help them get established in their very own home while overcoming multiple barriers in the process.

As Supportive Housing Specialist, you would provide community- and home-based housing support-services to individuals and families who are homeless and whose physical health, mental health, addiction history, and socioeconomic issues create barriers to accessing housing. Services are focused on supporting the individual and/or family to stabilize their housing, end their experience with homelessness, improve their health, and move forward in their recovery.

**Position Summary:** Duties include: (1) creating an individualized, housing plan with program-participants to identify needs, barriers, and resources to achieve long-term housing stability; (2) assisting program participants through housing process including identifying an apartment, addressing barriers to housing approval, accessing funding for move in costs, and obtaining furnishings for their home; (3) developing positive relationships with collaborative partners, external providers, and property managers; (4) responding to property managers as concerns arise in order to support participants in successfully maintaining their housing and preventing eviction; and (5) providing home- and community-based services to clients utilizing strengths-based case-management while embracing the philosophies of Motivational Interviewing and Housing First. The Supportive Housing Specialist works independently and collaboratively with multiple NARA teams.

**To apply:** Send cover letter, resume, salary requirements, and how you learned about this job opening to (A) this posting, (B) [jobs@naranorthwest.org](mailto:jobs@naranorthwest.org), or (C) fax 503-224-4494.

See full job description (below) plus information on sobriety requirement, NARA's mission, equal-opportunity employment, background on NARA, and links to local Native community and beyond.

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### Essential Duties

- Assist program participants through housing process including identification of and application to an apartment, addressing possible barriers to housing approval, accessing funding for move-in costs, and obtaining furnishings for their home.
- Complete program-specific paperwork – both initial and annual – with client to assist with housing stability.
- Develop client-centered individualized housing stability plan with all program participants.
- Develop positive relationships with collaborative partners, external service providers, and property managers.
- Respond to property managers as 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. Initiate 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 consistently strong clinical and professional judgment while providing services to clients. Take appropriate safety precautions while transporting clients and providing services to clients in community/homes.
- Demonstrate responsibility for safety of participants and property. Maintain familiarity 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 understanding and acceptance of culturally relevant health-services for Native American and Alaskan Native community members and for service providers.
- Perform other duties as assigned to fulfill NARA's mission.
- Experience creating treatment plans, progress notes, and other documentation
- Strong clinical and professional judgment, risk-assessment skills, and ability to respond appropriately to crisis situations, and to engage in creative problem-solving when needed
- Knowledge of local resources and programs serving households in need
- Knowledge and understanding of recovery-based, holistic approaches to addressing behavioral health needs
- Knowledge and skill in working in multi-cultural and multi-disciplinary environment
- Experience working within Native American/Alaska Native community, a plus
- Ability to engage and interact positively with individuals to promote strengths and improve health and well-being
- Excellent communication and engagement skills and initiative to coordinate care effectively
- Ability to work collaboratively with clients, other NARA staff, and team members, and to treat everyone with respect and dignity at all times
- Valid driver's license and access to personal vehicle
- Experience: (1) 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) maintain professional boundaries with clients, community, and staff members, (2) work collaboratively with clients, NARA staff, team members and treat everyone with respect and dignity at all times, (3) pass pre-employment fingerprinting and criminal-background investigation, (4) pass check by Oregon Division of Driver and Motor Vehicles and (5) pass pre-employment or for-cause drug tests

### Qualifications

- Master's degree in social work, psychology, counseling, or other related field strongly preferred and eligibility as Qualified Mental Health Professional
- CADC II, highly desirable
- Professional experience working with individuals experiencing homelessness or experiencing severe and persistent mental illness

**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.

**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.

**Benefits:** 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.

**Equal Opportunity:** 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.

**Cut and paste links (below) into browser if they don't work.**

### 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](http://www.portlandoregon.gov)
- Travel Portland | [www.travelportland.com](http://www.travelportland.com)
- Greater Portland | [www.greaterportlandinc.com](http://www.greaterportlandinc.com)