



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: Five Openings to Help Youth in Recovery

Just over a year ago, NARA added a 24-bed Youth Residential Treatment Center (YRTC) at 620 NE 2nd Street in Gresham. With one year of success, YRTC continues their work to help youths and their families in recovery. There are five opportunities. Which one could be a good fit for you and your talents?

1. **Dual Diagnosis Therapist:** You foster hope for positive change while helping your clients to help themselves.
2. **Family Partner:** You do everything in your power to help families succeed in supporting their young person's recovery.
3. **Milieu Counselor:** You have mastered how to create a safe and hospitable place for youth to learn and recover.
4. **Parent Support Specialist:** You are communicator extraordinaire and collaborate with ease for young people.
5. **Residential Assistant:** Empathy comes naturally to you. You are an inspiring coach, careful listener, reliable team player.

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.

1. Dual Diagnosis Therapist

The Dual Diagnosis Therapist is a critical part of the multi-disciplinary treatment team and works collaboratively to facilitate the youth's progress towards their individual goals. Therapists will work with youth and their families to establish realistic, achievable goals that are consistent with the overall goal of addressing mental health concerns that are impacting the youth's substance use / abuse treatment. Therapist will provide individual, family, and group therapy, as well as case management and participating in discharge and aftercare planning.

Responsibilities

- Engage in collaborative relationships with multi-disciplinary treatment team to provide dual diagnosis treatment services. Maintain communication with multi-disciplinary treatment team regarding strengths, needs, and concerns. Review daily communication log.
- Provide formal and informal clinical and non-clinical assessments of youth and their families. Develop, write, implement, review treatment plans with youth and their families, providing intervention in sessions, groups, and the milieu.

- Follow 42 Code of Federal Regulations (CFR) part 2, Health Insurance Portability and Accountability Act (HIPAA), Oregon Administrative Rules (OARs), and all other privacy and confidentiality guidelines for youth receiving services.
- Maintain all youth records in accordance with State and Federal regulations. Complete all required documentation, including: progress notes, incident reports, and case management.
- Provide individual, group, multi-family group, and family therapy sessions.
- Provide crisis intervention services, as needed - including referral and follow up.
- Seek and accept clinical and administrative supervision regularly and integrate feedback into daily performance.
- Attend all trainings, meetings, and supervision as assigned and scheduled.
- Perform other duties as assigned to fulfill NARA's mission.

Qualifications

- Education: Master's degree in social work, psychology, counseling, or other human services related field
- Certification: (1) Qualified Mental Health Professional (QMHP) and (2) Certified Alcohol Drug Counselor (CADC) or eligible
- Licensure: Licensed Clinical Social Worker (LCSW), Licensed Professional Counselor or Licensed Marriage and Family Therapist (LMFT) or licensed psychologist, preferred
- Abilities: (1) maintaining professional boundaries with youth, families, and staff members, and treat each individual with respect and dignity, (2) passing criminal-background check and check by Oregon Driver and Motor Vehicles division and (3) passing pre-employment or for-cause drug tests
- Experience: (1) working with American Indian/Alaska Native population, (2) sobriety, minimum of two years sobriety/clean time, if in recovery, and (3) at least two years' providing direct services to youth with dual diagnosis, preferred
- Skills: (1) excellent verbal, non-verbal, and written communication and (2) strong, integrated assessment and treatment planning
- Transportation: reliable transportation to/from work and current driver's license

2. Family Partner

Family Partner provides peer support to parents served by program and assists them to successfully engage with and navigate NARA services. The Family Partner facilitates assessment of services, makes referrals to services as appropriate for client's needs, and follows-up on referrals to determine outcome of interventions. The Family Partner ensures services are family-driven and child-focused and works with program team to identify underserved communities and devises strategies for outreach and access.

Essential Duties

- Familiarize families with program's services and help families navigate systems.
- Mentor clients by serving as role model and providing support based on relevant knowledge and experience.
- Carry active load of 8 to 12 cases.
- Facilitate assessment of services and make referrals to services as appropriate for client needs.
- Assist clients in completing applications and setting appointments with community resource agencies to facilitate access to transportation, housing, medical care and other resources.
- Establish and maintain Progress Notes in client files for all active cases.
- Meet clients at primary-care provider-assessments or mental-health assessments when appropriate.
- Comply with all applicable state and federal laws as well as NARA's policies and procedures regarding mandatory reporting, confidentiality, and any other applicable components.
- Work with community resources as outlined in Plan of Care.
- Attend all scheduled meetings.
- Work with youth and families using appropriate interventions.
- Participate in community mental-health awareness and outreach programs of NARA.
- Participate as member of treatment team, collaborating and consulting with other members to provide client care.
- Implement strategies to inspire, encourage, motivate, and instruct clients through relapse prevention and recovery.
- Assist clients in making arrangements for transportations to appointments, as needed.
- Introduce clients to appropriate 12-Step support.

- Seek and accept clinical and administrative supervision
- Act as liaison with internal NARA programs and services and outside community resources.

Qualifications

- Experience: (1) one year performing duties noted above or equivalents, (2) personal or professional experience assisting parents with children/youth who have had or are receiving mental-health services, (3) sobriety: minimum of two years sobriety/clean time if in recovery from chemical dependency, (4) work within Native American/Alaska Native community, a plus, and (5) successful experience working with community-resource and social-service agencies, preferred
- Abilities: (1) organize and maintain activity logs, contact tracking forms, and other documentation, (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 (5) pass pre-employment or for-cause drug tests

3. Milieu Counselor

Milieu Counselor is responsible for providing skill-building, activity therapy, group therapy and attending to other day-to-day needs and safety of the youth at our Youth Residential Treatment Center in Gresham. This includes completing all relevant documentation, making appropriate referrals, and following individualized plans that are developed for each youth.

Essential Duties

- Provide support and intervention to youth, as needed.
- Maintain safe and caring environment for youth.
- Provide skill-building to youth in treatment as indicated by youth's individualized plan.
- Complete all required documentation including incident reports and milieu log.
- Facilitate medication-pass to youth as indicated; maintain medication-administration records (MAR) and properly document distribution of all prescribed, over-the-counter, and as needed medications.

- Maintain communication with multi-disciplinary treatment-team staff regarding strengths, needs, and concerns. Maintain daily communication-log and attend staff meetings, as needed.
- Follow 42-CFR (Code of Federal Regulations) Part 2, Health Insurance Portability and Accountability Act (HIPAA), Oregon Administrative Rules (OAR), and all other guidelines for privacy and confidentiality for youth receiving treatment-services.
- Observe and supervise chores being completed by youth. Maintain facility in clean, orderly fashion while on duty. Report any safety or maintenance needs immediately.
- Complete regular safety checks for youth – in dorm, on grounds, in community.
- Follow all policies and procedures for admissions, discharges, and visitation.
- Attend all trainings, meetings, and supervision, as assigned and scheduled.
- Perform other duties as assigned to fulfill NARA's mission.

Qualifications

- Bachelor's degree and/or Certified Alcohol/Drug Counselor (CADC) I, preferred
- QMHA certified or QMHA eligible. According to OAR 309-032-1505 (104), a "Qualified Mental Health Associate (QMHA)" means: (a) having a Bachelor's degree in a behavioral sciences field, (b) A combination of at least three years relevant work, education, training or experience."
- Experience in substance-use/abuse treatment with youth, a plus
- Understanding of 12-step philosophy and youth-treatment modalities
- Ability to engage in physical activity; must be able to stand/walk/move for 6- to 8-hour shifts and participate with youth in recreational/sports activities
- Reliable transportation to/from work; current driver's license with good driving record
- Ability to drive passenger vehicle that may include 15-passenger van
- Excellent oral, non-verbal, and written communication-skills
- 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 criminal background investigation, (4) pass check by Oregon Division of Driver and Motor Vehicles and (5) pass pre-employment or for-cause drug tests

4. Parent Support Specialist

The Parent Support Specialist is responsible for completing parenting assessments, working in full partnership with Parenting Program Coordinator and other team members to develop parenting plan, implementing plan, and maintaining regular communication with Oregon's Department of Human Services (DHS) and other community partners, attending Family Decision Meetings and other meetings as able. The Parent Support Specialist is also responsible for providing primarily in-home and community-based services in conjunction with contracts between DHS and NARA.

Essential Duties

- Complete and/or review Parenting Assessment of each parent/relative referred for Parenting and Relative Support Services.
- Incorporate strengths effectively as interventions into plans of care.
- Provide role-modeling, skill-building, and specific interventions to create positive change and increase stability in placement.
- Facilitate and/or co-facilitate parenting groups.
- Incorporate individual family beliefs and traditions into assessments and plans.
- Refers clients effectively for other services and supports, as needed.
- Ensure that parent/relative involvement is maintained throughout service period.
- Evaluate progress and make adjustments to plan as necessary.
- Deliver consistent, strengths-based, family-driven services.
- Review information and data with team members for inclusion in planning and decision-making.
- Comply with all applicable state and federal laws, regulations and guidelines as well as NARA's policies and procedures regarding mandatory reporting, confidentiality, and any other applicable components.

- Demonstrate skill in consensus-building, creative problem-solving, mediation, and general meeting facilitation.
- Seek and accept clinical and administrative supervision.
- Demonstrate flexibility and optimism about strengths of families.
- Transport children to visitation groups and other approved appointments.
- Use resources and available flex funding to assure that services are based specifically on needs of child(ren) and parent(s).
- Maintain detailed documentation and ensures all information related to each child and family is up-to-date and entered into information system.

Qualifications

- Bachelor's degree, preferred
- Experience: (1) minimum of one year of clinical experience in human services field, (2) sobriety: minimum of two years sobriety/clean time if in recovery from chemical dependency, (3) work within Native American/Alaska Native community, a plus
- Skills: (1) team-building or facilitation, (2) effective communication, both oral and written, (3) computer proficiency including familiarity with Microsoft Word, PowerPoint, and Outlook
- Abilities: (1) commit to exceptional customer service, support organization values and exude professionalism through appropriate conduct and demeanor, (2) assure confidentiality, (3) maintain professional boundaries with clients, community, and NARA staff members, (4) work collaboratively with clients, NARA staff, team members and treat everyone with respect and dignity at all times, (5) pass pre-employment criminal background investigation, (6) pass check by Oregon Division of Driver and Motor Vehicles and (7) pass pre-employment or for-cause drug tests
- Valid driver's license and ability to utilize personal vehicle for travel

5. Residential Assistant

The Residential Assistant (RA) is responsible for attending to all youth-related needs during their scheduled work shift. This includes monitoring youth and completing all relevant documentation.

Essential Duties

- Provide support to youth as needed.
- Provide skill-building activities.
- Provide academic support to youth during their daily educational routine and assist with tutoring and homework.
- Complete all required documentation, including daily communication log and incident reports.
- Facilitate medication administration to youth as indicated; maintain medication administration records (MAR) and properly document distribution of all prescribed, over-the-counter, and as-needed medications.
- Maintain daily communication log and attend staff meetings, as needed.
- Follow Confidentiality of Patient Records for Substance Use Disorder (42-Code of Federal Regulations [CFR] Part 2), Health Information Protection and Portability Act (HIPAA), Oregon Administrative Rules (OAR), and all other privacy and confidentiality guidelines for youth receiving treatment services.
- Observe and supervise chores being completed by youth. Maintain facility in clean, orderly fashion while on duty. Report any safety or maintenance needs immediately.
- Complete regular safety checks for youth in milieu, on grounds, and external activities.
- Follow all policies and procedures for admissions, discharges, and visitation.
- Attend all trainings, meetings, and supervision as assigned and scheduled.
- Perform other duties as assigned to fulfill NARA's mission.

Qualifications

- Experience in substance use/abuse treatment with youth, a plus
- Understanding of 12-step philosophy and youth-treatment modalities
- Reliable transportation to and from work
- Current driver's license with good driving record
- Ability to drive passenger vehicle that may include 15-passenger van
- Excellent oral, non-verbal, and written communication skills
- 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 criminal background investigation, (4) pass check by Oregon Division of Driver and Motor Vehicles and (5) pass pre-employment or for-cause drug tests

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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.narathwest.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

November 25, 2018