



Native American Rehabilitation Association

NARA's Hiring: Residential Assistants

Empathy comes naturally to you. You want to help people who are working to transform their lives in a culturally relevant way.

1776 S. W. Madison Street, Portland, OR | 503-224-1044

You are an inspiring coach, careful listener, and reliable team player. As Residential Assistant, you welcome new clients and help maintain a safe and supportive environment during their treatment for substance-use disorders. RAs are responsible for attending to all client-related needs during their scheduled work shift and completing all relevant documentation.

Application: Please send your cover letter, resume, salary requirements, and how you learned about this job opening to jobs@naranorthwest.org or fax 503-224-4494.

See full job descriptions (below) for (1) Residential Assistant – adult facility and (2) Residential Assistant – youth facility, and 3. Information on compensation, background, and links to local Native community.

1. Residential Assistant – for Adult Facility

NARA has an immediate need for a full-time Residential Assistant for our adult-inpatient, chemical-dependency treatment-center located 13 miles northwest of downtown Portland.

Please note: This position is located at NARA's adult residential facility (13 miles northwest of downtown Portland) on Highway 30 with limited public transit. Tri-Met (public transportation <https://trimet.org/>) does not serve this location. Check Columbia County Rider (CC Rider) at https://www.nworegontransit.org/routes/downtown_portland/ to determine availability, if needed. In any case, some form of reliable transportation is essential.

The Residential Assistant is responsible for attending to all client-related needs during the scheduled work shift. This includes monitoring clients and their children and completing all relevant documentation and making appropriate referrals.

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.

Responsibilities

- Provide client support as required.
- Facilitate client-medication call, maintain all medication sheets, and document proper distribution of medications.
- Notify counselors of clients' progress and/or problems.
- Maintain client confidentiality in conformance with program guidelines and federal law.
- Keep daily log of pertinent events.
- Make appropriate referrals.
- Maintain facility in clean, orderly fashion while on duty.
- Do regular sweeps of facility, poison checks, client checks, and ground checks.
- Follow orientation procedures for all new admissions or re-admissions.
- Supervise clients' weekly cleaning duties.
- Attend staff meeting as assigned.

- Maintain client confidentiality in conformance with program guidelines and federal law.
- Perform all other duties as assigned to fulfill NARA's mission.

Qualifications

- Understanding of 12-step philosophy
- Ability to stand/walk/move for extended periods of time
- Reliable transportation (public transportation not available)
- Current driver's license
- Effective written and oral communication skills
- Current certification for cardiopulmonary resuscitation (CPR)
- 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

2. Residential Assistant – for youth facility

Residential Assistants (RAs) are responsible for attending to all youth-related needs during their scheduled work shift. This includes monitoring youth and completing all relevant documentation.

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.

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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3. Compensation | Background | Community

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.

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.

NARA is an Indian-owned, Indian-operated, non-profit organization and a Treatment Center certified by White Bison. Since NARA's inception, 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.

NARA is mission-driven and spirit-led. Check out our website: www.naranorthwest.org.

Portland's Native-American Community

Ninth largest Native community in the country.

- 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 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