



**Job Title:** On-Site Weekend Youth Advocate  
**Position Type:** Part-time non-exempt (hourly)  
**Salary Range:** \$15.00-17.00/hr (day and evening shifts)  
**Benefits Package:** PTO, holiday pay

**ORGANIZATION:** Life House is an innovative nonprofit organization serving at-risk and homeless youth ages 14-24 located in downtown Duluth, MN. Focusing on Positive Youth Development through housing stability, educational support, economic security, improved health, and connection to community, Life House programs assist youth who are homeless or at risk of homelessness to overcome poverty, trauma, mental illness, low educational achievement and joblessness to transition to independent living.

**SUMMARY:** Builds therapeutic relationships and provides intensive supervision of youth residing in Sol House and/or The Loft Shelter, in order to assist them in achieving housing stability, recovery from complex trauma, setting and reaching personal goals, family reunification and/or independent self-sufficiency.

**Focus area duties and responsibilities – On-site Youth Advocate- Weekends:**

- Provide supervision of program residents on-site at Sol House, at The Loft, at Life House and/or in the community to ensure the safety and well-being of residents.
- Maintain clear communication with program staff to facilitate consistent, appropriate responses to youth behavior.
- Assist in household disputes and conflict resolution between residents in order to foster a safe, positive living environment.
- Provide crisis intervention as needed; respond to crisis situations following outlined procedures including proper notification, documentation, and programmatic follow up.
- Monitor progress toward established goals and action steps outlined in the Independent Living Plan to assist youth to move toward stabilization, independent living, and self-sufficiency.
- Maintain the daily routine, supervise chores, assist in meal planning and preparation, assist with light cleaning and other household tasks as indicated.
- Ensure compliance with regulations per DHS license, including administration of medications, case note documentation, safety planning, room checks, etc.
- Ensure that program recordkeeping and reporting systems are accurately maintained; complete progress notes and program-related reporting as required.
- Engage youth in positive peer relations, group building, recreational and leisure time activities and outings; with input from youth, Life House team members, and community partners develop and implement support groups and group activities.
- Utilize personal vehicle, in good working order, to transport clients to appointments as indicated.
- Maintain confidentiality of all client information.

**Other duties and responsibilities:**

- Provide services applying strengths-based, Positive Youth Development and client-centered approaches to young people who are homeless or at risk of homelessness.
- Develop healthy and helpful relationships with homeless and street youth while maintaining professional boundaries; demonstrate kindly assertiveness in setting limits with youth.
- Participate in weekly staff meeting to discuss program participants and provide progress updates; attend Life House staff and program meetings, quarterly reviews and other trainings as indicated.

- Provide coverage of program participants while they are in the Youth Center to ensure rules are upheld for the safety and well-being of all clients and staff; assist with other Life House program coverage as necessary.
- Participate in trainings and professional development sufficient for the provision of best practice services for youth who have experienced complex trauma.
- Perform other duties as may be assigned by the Program Director, Program Manager or Program Supervisor.

## **QUALIFICATION REQUIREMENTS:**

**Education:** Bachelor's degree in human services related field or equivalent combination of education and/or experience

### ***Qualifications:***

- Demonstrated ability to work with high-barrier populations (domestic violence, commercial sexual exploitation, mental health, chemical dependency, homeless, at-risk youth)
- Proficient in Microsoft Office applications
- Demonstrated knowledge of and ability to work effectively with youth with a variety of identities, cultures, and backgrounds including ethnic/racial minorities and LGBTQ youth
- Ability to pass a criminal background check

### ***Certificates, Licenses, Registrations:***

- Valid Minnesota Driver's License and proof of auto insurance
- Adult CPR & Basic First Aid

Position is part-time non-exempt (hourly). Position is grant funded; in addition to other specified conditions of employment, it is understood that no guarantee of continued employment, beyond the availability of current funds, is expressed or implied by Life House.

Life House provides equal employment opportunity to all qualified individuals without regard to race, creed, color, national origin, ancestry, religious belief, sex, age, physical or mental disability, veteran status or other protected classification. Life House encourages individuals with diverse backgrounds and members of the LGBTQ community to apply.

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To apply send cover letter and resume to:

Life House  
HR/ On-Site Youth Advocate  
102 W 1st Street  
Duluth, MN 55802  
or  
[info@life-house.org](mailto:info@life-house.org)