



Job Title: Sol House Supervisor

Position Type: Full-time non-exempt (hourly)

Schedule: M-F 8:00 am – 4:00 pm plus evenings, overnights & weekends as necessary

Salary Range: \$16.00 – \$19.00 hourly, commensurate with experience

Benefits Package: Medical, dental, vision, life insurance, PTO, paid holidays

Reports to: Safe Harbor Program Manager

ORGANIZATION: Life House is an innovative nonprofit organization serving at-risk and homeless youth ages 15-20 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: Reporting to the Safe Harbor Program Manager, the Sol House Supervisor is responsible for the operation, programming, compliance, staffing and overall quality of Sol House, a residential housing program for commercially sexually exploited (trafficked) teens and young adults.

Focus area duties and responsibilities – Sol House

- Working closely with the Safe Harbor Program Manager and Program Director, maintain 24-hour staffing by recruiting, selecting, orienting, and onboarding new employees; developing schedules for all shifts; assigning and monitoring work; and, addressing unsatisfactory performance issues in accordance with Life House policies and procedures.
- Develop staff excellence by coaching, counseling, and mentoring employees; appraising job performance including quarterly check-ins and annual reviews; and providing growth and training opportunities per program and DHS license requirements.
- Foster communication, teamwork and a positive work environment by conducting weekly Sol House staff/case consult meetings; arranging team building activities as indicated/feasible; and addressing job stress to prevent staff burnout.
- Oversee the daily operations at Sol House, such as chores/allowance, meal planning and preparation, and other household tasks as indicated; monitor and shop for supplies and groceries to ensure the house is adequately equipped and stocked.
- Control Sol House expenses by approving and tracking household and staff expenditures, including overtime and mileage.
- Maintain a safe and healthy work environment by establishing and enforcing Life House/Sol House performance standards, policies and procedures.
- Ensure Sol House compliance with regulations per DHS licensure, including administration of medications, program recordkeeping and reporting, progress/case note documentation, safety planning, room checks, etc.
- Participate in Safe Harbor trainings and professional development sufficient for the provision of best practice services for youth who are victims of CSEC.
- Address household disputes and conflict resolution between residents in order to promote a safe, positive living environment; respond to crisis situations following outlined procedures including proper notification, documentation, and programmatic follow up.
- Engage youth in positive peer relations, group building, recreational and leisure time activities and outings. With input from youth, Sol House and Life House team members, and community partners develop and implement on-site support groups. Create activities calendar and coordinate staff in the implementation of planned activities.
- Ensure the implementation of each youth's Independent Living Plan to assist youth to move toward stabilization, independent living, and self-sufficiency.
- With assistance from the Program Director, Safe Harbor Program Manager and the Sol House team, address and manage youth behavioral issues; develop and implement strategies and tactics to maintain household order, safety, and youth adherence to program requirements.

- Utilize personal vehicle, in good working order, to transport clients to appointments as indicated.
- Ensure the confidentiality of all client information is strictly maintained.

Focus area duties and responsibilities – Life House:

- Provide services applying strengths-based, Positive Youth Development and client-centered approaches to young people who are victims or at risk of sexual exploitation/trafficking.
- Develop healthy and helpful relationships with Sol House residents while maintaining professional boundaries; demonstrate kindly assertiveness in setting limits with youth.
- Attend Life House meetings, reviews, retreats and other trainings as indicated.
- Maintain clear communication with Life House program staff to facilitate consistent, appropriate responses to youth behavior.
- Work evenings, weekends or overnights if necessary.
- Perform other duties as may be assigned by Executive Director, Program Director and/or Safe Harbor Program Manager.

QUALIFICATIONS:

Education: BA in human services field or equivalent combination of experience and education, 2+ years experience working with at-risk youth, supervisory experience preferred.

Qualifications:

- Demonstrated experience in working with at-risk youth to reach their goals
- Demonstrated ability to train and supervise employees
- Proficient in Microsoft Office applications
- Knowledge of trauma informed, victim-centered, culturally appropriate work with youth who are victims of violence and sexual exploitation
- 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 and DHS background check

Certificates, Licenses, Registrations:

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

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.

To apply send cover letter and resume to:

Life House
 HR/Sol House Supervisor
 102 W 1st Street
 Duluth, MN 55802
 or
info@life-house.org