



Job Title: Futures Vocational Rehabilitation Specialist

Position Type: Full-time; schedule may include some weekend and/or evening hours

Salary Range: \$18.50 / hourly

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

Reports to: Futures Program Manager

ORGANIZATION: Life House is an innovative nonprofit organization serving at-risk and homeless youth ages 15-25 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 Futures Program manager and working closely with the Futures Education Case manager, the Vocational Rehabilitation Specialist builds therapeutic relationships with youth ages 18-25 with Opioid Use Disorder, enrolled in the Life House Opportunity Youth of Duluth/Vocational Rehabilitation (OYOD/VR) program, in order to assist them to reach employment outcomes consistent with their individual strengths, talents and interests. Provides case management services to support youth in their substance abuse recovery, address multiple complex needs, and reduce barriers. Provides referrals and assistance accessing needed community resources.

Focus area duties and responsibilities – Vocational Rehabilitation Specialist – Futures:

- In conjunction with youth, conduct vocational assessments and develop an Individual Service Plan for employment aligned with each youth's strengths and deficits, personal vocational needs, goals and milestones across multiple domains: education, independent living skills, work readiness, and employment skills.
- Work in close collaboration with Life House's Mental Health & Wellness Program staff to formulate a comprehensive substance abuse recovery plan and clinical vision for each participant.
- Work with partner agencies to facilitate career readiness workshops.
- Empower participants to provide feedback through formal and informal opportunities such as youth-led small business development, anonymous satisfaction surveys, and monthly check-ins with youth.
- Provide career exploration through field trips to area businesses, college tours, and guest speakers and ongoing coaching and opportunities to practice customer service and soft skills.
- Utilizing the Life House van or personal vehicle, in good working order, provide transportation to appointments as indicated.
- Deliver Legitimate Hustle Program curriculum and assist participants to design and launch a micro-enterprise.
- Conduct grant-mandated program evaluation activities in a timely and accurate manner.
- Supervise retail store operations to ensure high quality customer service.
- Schedule meetings with partner agencies who provide treatment to and/or regularly interact with youth with OUD to explain OYOD/VR program; encourage referrals; obtain ROIs as indicated.

Focus area duties and responsibilities – Life House:

- Provide services applying harm reduction, strengths-based, Positive Youth Development and client-centered approaches to young people enrolled in OYOD/VR.
- 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 Life House case consultation meeting to discuss program participants and provide progress updates; attend Life House weekly staff and program meetings, and other trainings as indicated.
- Provide coverage in the Youth Center to interact with youth in the milieu; assist in supervision of youth to ensure guidelines are upheld for the safety and well-being of all clients and staff; assist with other Life House program coverage as necessary.
- Maintain clear communication with Life House program staff to facilitate consistent, appropriate responses to youth behavior.
- Respond to crisis situations following outlined procedures including proper notification, documentation, and programmatic follow up.
- Ensure that Futures Program recordkeeping and reporting systems are accurately maintained; complete progress notes and program-related reporting as required.
- Perform other duties as may be assigned by Executive Director, Program Director or Futures Program Manager.

QUALIFICATIONS:

Education: Bachelor's degree in a human services field; Master's degree in vocational or rehabilitation counseling preferred.

Qualifications:

- Demonstrated experience with one or more high-barrier populations (chemical dependency, mental health, domestic violence, commercial sexual exploitation, homeless, at-risk youth)
- Flexible, confident, and able to maintain composure under stress
- 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
- Prefer Licensed Alcohol & Drug Counselor (LADC) and / or Certified Rehabilitation Counselor (CRC).

Position is full-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.

To apply send cover letter and resume by **4:30 p.m. Friday May 24, 2019** to:

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