



Job Title: Youth Advocate - Resources Coordinator

Position Type: Full-Time

Schedule: Mon-Fri 9:30am-6pm, including evenings and weekends as necessary

Salary Range: \$15.50 – \$17.50 hourly, commensurate with experience

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

Reports to: Youth Center Manager

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: The Youth Advocate – Resources Coordinator provides supervision, meals and activities in the drop-in Youth Center to create and maintain an atmosphere that is safe, welcoming and engaging. The Resources Coordinator performs needs assessments and builds therapeutic relationships with youth in order to assist them to address their goals, aspirations and needs. The Resources Coordinator assists youth in accessing resources within Life House as well as other community resources to bridge the gap with Life House youth.

Focus area duties and responsibilities – Resources Coordinator:

- Ensure each new youth is welcome to Life House, including facilities tour, overview of programming, and introductions to staff and other youth.
- Collect accurate data on youth participation in groups and activities per funding requirements, while monitoring trends and evaluating incentives.
- Establish and maintain relationships with community providers with a focus on culturally-specific organizations and community leaders/elders to offer culturally affirming programming in the youth center.
- Gauge and continually monitor youth readiness to access case management services; track connections made after intake survey and follow-up with any youth who has not connected to Life House programming.
- Assist youth in obtaining vital documents (ID, birth certificate, social security card).
- Assist youth with transitioning out of Life House services at age 24.

Focus area duties and responsibilities – Youth Center:

- Provide services applying strengths-based, Positive Youth Development, trauma-informed 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.
- Provide coverage and monitor all youth activity in the center while implementing early de-escalation strategies to foster a safe, respectful environment.
- Maintain clear communication with other staff to facilitate consistent, appropriate responses to youth behavior, and or program progress and concerns.
- Respond to crisis situations following outlined procedures including proper notification, documentation, and programmatic follow up.
- Maintain the daily routine; participate in food preparation, service and clean-up; perform daily tasks to ensure the Youth Center operates in a clean and healthy environment.
- Complete program-related documentation and reporting on-time and accurately.

- Maintain confidentiality of all client information.

Focus area duties and responsibilities – Life House:

- Participate in weekly Life House case consultation meeting to discuss Youth Center participants and provide progress updates; attend Life House staff and program meetings, quarterly reviews and other trainings as indicated.
- 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 Youth Center recordkeeping and reporting systems (i.e, Apricot, etc.) 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 Youth Center Manager.

Education: Bachelor’s degree in human services field or equivalent combination of experience and education.

Qualifications:

- Demonstrated experience in working with at-risk youth to reach their goals
- Flexible, confident, and able to maintain composure under stress
- Demonstrated experience in one or more of the following areas: sexual exploitation, mental health, chemical dependency, youth homelessness issues
- 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
- Proficient in Microsoft Office applications

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 by **4:30 p.m. Friday, June 14, 2019:**

Life House
HR/ Youth Advocate-Resources Coordinator
102 W 1st Street
Duluth, MN 55802
or
info@life-house.org