



**Job Title:** Housing Wellness Advocate

**Position Type:** Full-time; schedule includes weekend and evening hours

**Salary Range:** \$16 - \$17 hourly, commensurate with experience

**Benefits Package:** Medical, dental, vision, life insurance, PTO, paid holidays, short-term disability, and retirement plan

**Reports to:** Wellness Program Manager / Mental Health Professional

**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:** Reporting to the Wellness Program Manager, The Housing Wellness Advocate builds therapeutic relationships with youth, focusing with youth in the Life House Housing, Safe Harbor and transitional housing programs, enabling them to achieve and maintain stability and functioning when their abilities are impaired by the symptoms of mental illness, or at risk of losing significant functionality or being admitted to more restrictive setting without these services, and to address multiple complex needs and reduce barriers, including referrals to other Life House programs and/or community resources.

**Focus area duties and responsibilities – Housing Wellness Advocate:**

- In conjunction with the Housing Case Managers and youth, develop a service plan to establish goals and action steps toward stabilization, independent living, and self-sufficiency; assist youth in identifying and accessing services necessary to reach wellness and housing goals.
- Offer weekly or bi-weekly wellness groups on site at each housing location. Topics may include, but not limited to, DBT skills, healthy relationships, and coping skills.
- In conjunction with the Housing Case Managers, organize recreational activities such as community meals, movie and game night, and outings to sober activities.
- Meet with youth weekly (more often when needed), to identify and de-escalate mental health concerns in order to avert crisis when possible, and connect youth to crisis services when necessary.
- Monitor progress and /or barriers toward achieving positive health goals outlined in their Individualized Treatment Plan.
- Provide effective health-focused support to youth including:
  - Identify and connect residents to the Life House Mental Health and Wellness team and to suitable community-based services as needed;
  - Advocate on behalf of youth to assure access to needed health services including public benefits;
  - Utilize personal vehicle, in good working order, to transport clients and attend appointments with youth as indicated;
  - Facilitate communication and coordination between care/service/support providers; and
  - Perform follow-ups assessing the quantity and quality of services provided.
- Attend and participate in trainings related to health and wellness; if applicable, maintain licensure.
- Maintain timely communication with the Mental Health Professional, Housing Program Manager and Staff and collaborative partners through meetings and required documentation.
- Facilitate weekly “Life of Pride” groups in the Youth Center; document attendance and participation.

**Focus area duties and responsibilities – Life House:**

- 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 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, when needed, to interact with youth in the milieu; assist in supervision of youth 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.
- Maintain clear communication with Life House program staff to facilitate consistent, appropriate responses to youth behavior.
- Ensure that recordkeeping and reporting systems (i.e. Apricot) 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 Wellness Program Manager.

### **QUALIFICATIONS:**

**Education:** Bachelor's degree in a human services field (Master's degree a plus) or equivalent combination of education and experience.

#### ***Qualifications:***

- Demonstrated experience with one or more high-barrier populations (domestic violence, commercial sexual exploitation, mental health, chemical dependency, 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 youth of color 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 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.

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To apply send an application (see below), cover letter and resume by **4:30 p.m. Friday, June 18** to:

Life House  
 HR/ Housing Wellness Advocate  
 102 W 1st Street  
 Duluth, MN 55802  
 Or

Email: [HR@life-house.org](mailto:HR@life-house.org)

To access the application, please go to: <https://lifehouseduluth.org/contact/careers/>

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