



**Job Title:** Wellness Program Case Manager / Recovery Specialist

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

**Schedule:** Monday through Friday days plus occasional evenings & weekends

**Salary Range:** \$17.00 – \$20.00 hourly, commensurate with experience

**Benefits Package:** Medical, dental, vision, life insurance, PTO, Short term disability, 401K, paid holidays

**Reports to:** Program Directors

**ORGANIZATION:** Life House is an innovative nonprofit organization serving at-risk and homeless youth ages 14 to 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 Program Director, the Wellness Program Case Manager / Recovery Specialist supports youth with Substance Use Disorders (SUD) in their chosen pathway of recovery so they may achieve housing stability, socio-emotional well-being and economic self-sufficiency. The Wellness Program Case Manager / Recovery Specialist targets youth within LGBTQ, African American and American Indian communities to increase access to needed substance abuse and mental health services in under-served populations. Drawing from personal SUD recovery, the Wellness Program Case Manager / Recovery Specialist models, mentors, advocates, and motivates youth in their recovery journey.

**Focus area duties and responsibilities – Wellness Program Case Manager / Recovery Specialist:**

- Complete training, through a qualified Training Academy (paid by Life House), leading to certification as a Peer Recovery Support Specialist. Pass Peer Recovery examination. Participate in weekly face-to-face supervision with Life House LADC to obtain and maintain certification.
- Participate in continuing education and professional development sufficient for the provision of best practice services for youth who are in recovery from SUD and to maintain Peer Recovery Support Specialist certification.
- Assist with street and community outreach targeting youth ages 16 to 24 within LGBTQ, African American and American Indian populations in order to increase access to substance abuse treatment and recovery supports. Track and document contacts and referrals made.
- Under direct supervision of the Program Director and LADC, perform comprehensive wellness assessments determine immediate and long-term needs for physical/mental/chemical health services; complete necessary documentation in a timely and accurate fashion.
- Under direct supervision of the Program Director and LADC, assist youth to complete individualized treatment plans. Review treatment plans in consultation with youth and other Life House staff; meet/check-in regularly with clients; monitor and document progress towards wellness goals; ensure treatment plans are updated at least quarterly.
- Provide youth who have a primary or secondary diagnosis of SUD with comprehensive support services needed to make progress on individualized treatment plan including recovery and relapse prevention planning, treatment coordination, aftercare support, harm reduction education, and peer-to-peer coaching.
- Working closely with other members of the Mental Health & Wellness Program team, assist youth with co-occurring Mental Health and SUD in the long-term management of mental health symptoms including co-facilitation of peer support groups (Sober Life, Guys Group/Girls Group, etc.).
- Engage in crisis de-escalation; assist with emergency calls within the Youth Center, Mental Health & Wellness Program, Housing Programs, and Futures Program following outlined procedures.
- Provide effective health-focused case management to youth including:
  - Identify and make referrals to suitable on-site and/or community-based services;
  - 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.

- Provide coverage in the Youth Center to interact with youth in the milieu; develop and co-facilitate Life Hacks groups to prevent or reduce the harms associated with substance abuse; develop and co-facilitate culturally-affirming Life Hacks groups addressing the unique needs and interests of underserved youth.
- Ensure the confidentiality of all client information is strictly maintained.

**Other duties and responsibilities:**

- Provide services applying harm reduction, 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 at risk youth while maintaining professional boundaries; demonstrate kindly assertiveness in setting limits with youth.
- Participate in weekly Life House case consultation meeting to discuss Wellness program 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.
- Work occasional evenings and weekends as indicated.
- Perform other duties as may be assigned by Executive Director, Operations Director or Program Directors.

**QUALIFICATIONS:**

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

**Qualifications:**

- Must represent a cultural or ethnic minority population (African American, American Indian and/or LGBTQ)
- Two+ years problem-free recovery from SUD required
- Two+ years of experience in youth work/advocacy or equivalent lived experience
- 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 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, lived experience, and/or members of the LGBTQ community.

To apply send your completed application, cover letter, and resume to:

Life House  
 HR/Wellness/Recovery Specialist  
 102 W 1st Street  
 Duluth, MN 55802

or

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

Include the Subject Line: Wellness/Recovery Specialist