



**Job Title:** Youth Worker-Neighborhood Youth Services (NYS)

**Position Type:** Full-Time

**Schedule:** Mon-Fri 10am-6pm, including evenings and weekends as necessary.

**Salary Range:** \$16-\$18 hourly, commensurate with experience.

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

**Reports to:** Program Coordinator

**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.

Neighborhood Youth Services is program of Life House in the Central Hillside area of Duluth that has been serving the youth and families of the community for over 25years. Operated out of the Washington Center, located at 310 N. 1<sup>st</sup> Ave. W. Duluth, MN, we provide various services from tutoring, life skills, sports/games, job and home placement, food, clothing, etc. Our goal is to continue to provide the needs and services needed for every individual that walks through our doors.

**SUMMARY:** NYS Youth Worker – works alongside staff to provide help/participation for the various activities in the drop-in Youth Center to create and maintain an atmosphere that is safe, welcoming and engaging. Youth Workers builds therapeutic relationships with youth in order to assist them to address their goals, aspirations and needs.

**Focus area duties and responsibilities – Youth Worker:**

- Work as a team to assist students with various tasks including but not limited to: Homework help, setting up and breaking down activities, cleaning different areas of the youth center, checking students in as they enter the building, help with weekly planning, as well as create a safe atmosphere for all who enter our space.

**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 – NYS:**

- Maintain clear communication with NYS staff/youth and 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, Kidstrax, etc.) are accurately maintained; complete nightly notes and program-related reporting as required.
- Perform other duties as assigned by the Program Director, Program Coordinator, or Executive Director

**Education:** High school diploma or Equivalent

**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 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.

---

To apply send application, cover letter and resume. This position is open until filled:

Life House  
Human Resources: Youth Worker - NYS  
102 West 1st Street  
Duluth, MN 55802

Or

Email to: [hr@life-house.org](mailto:hr@life-house.org)  
Subject Line: Youth Worker - NYS