



**Job Title:** Youth Advocate – Outreach Specialist

**Position Type:** Full-time non-exempt (hourly) including evenings and weekends as necessary

**Salary Range:** \$17.00 hourly

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

**Reports to:** Youth Center Manager

**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:** The Youth Advocate – Outreach Specialist provides supervision, meals and activities in the drop-in Youth Center to create and maintain an atmosphere that is safe, welcoming and engaging. The Outreach Specialist performs needs assessments and builds therapeutic relationships with youth in order to assist them to address their goals, aspirations and needs. The Outreach Specialist conducts street and community outreach to raise awareness of, and connect youth to, needed services.

**Focus area duties and responsibilities – Outreach:**

- Ensure each new youth is welcome to Life House, including facilities tour, overview of programming, and introductions to staff and other youth.
- Schedule and engage in street outreach in partnership with other staff and in collaboration with partner agencies' outreach teams targeting youth ages 15 to 24 within LGBTQ, African American and American Indian populations. Track and document contacts and referrals made.
- Provide emergency assistance (i.e. basic needs) to youth when appropriate; work closely with partnering community agencies to effectively coordinate services to youth.
- Introduce identified youth to available Life House programs and services; reconnect with youth that have discontinued attending Life House.
- Establish and maintain relationships with referring agencies through tours, public speaking, training, etc.
- Assume lead responsibility to schedule and visit social service agencies, civic groups, schools etc. throughout the community to raise awareness of services and recruit participants for Life House programs.

**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 kind 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 Directors or Youth Center Manager.

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

**Qualifications:**

- Must represent a cultural or ethnic minority population (i.e. African American, American Indian and/or LGBTQ)
- Two+ years of experience in youth work/advocacy or equivalent lived experience
- Proficient in Microsoft Office applications
- 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 given a variety of identities, cultures, and backgrounds including ethnic/racial minorities and LGBTQ youth

**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, gender identity and/or expression, 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 application, cover letter, and resume to the address below. Open until filled.

Life House  
HR/ Youth Advocate  
102 W 1st Street  
Duluth, MN 55802

or email  
[HR@life-house.org](mailto:HR@life-house.org) Subject Line: Youth Advocate