



Job Title: Mental Health and Wellness Case Manager

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

Schedule: Monday-Friday

Salary Range: \$18.00 – \$20.00 hourly, commensurate with experience

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

Reports to: Mental Health & Wellness Program 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 Mental Health and Wellness Case Manager builds therapeutic relationships and provides comprehensive mental health and wellness services for Life House youth ages 16 through 24, enabling them to achieve and maintain stability and functioning when their abilities are impaired by the symptoms of mental illness, substance misuse, and experiences related to trauma.

Focus area duties and responsibilities – Mental Health and Wellness Case Manager:

- Perform comprehensive wellness assessments to determine immediate and long-term needs for physical/mental/chemical health services for youth; complete necessary documentation in a timely and accurate fashion.
- 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.
- Respond to crisis situations following outlined procedures including mandated reporting, notification of proper authorities, documentation, and programmatic follow up.
- Assist youth to overcome systemic barriers to accessing therapeutic services, including obtaining identification, health insurance, and, if indicated, psychiatric evaluations.
- 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.
- Utilize personal vehicle, in good working order, to transport and accompany youth to medical appointments.
- Assist youth to access needed healthcare, and if indicated (e.g. in need of intensive mental health/group residential care), to develop and implement a transition plan.
- Facilitate communication and coordination between care/service/support providers.
- Maintain timely communication with the Life House case managers and collaborative partners through meetings and required documentation.
- Work with Life House staff and community partners to create and present classes on health-related topics.
- Identify clients who meet SSB advocacy and/or SOAR eligibility requirements; if applicable, provide advocacy on behalf of youth applying for federal social security benefits.
- Attend and participate in trainings related to health and wellness, if applicable, to maintain licensure.

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:

Preferred Education: Master's degree in Social Work or related field, or equivalent combination of education and experience.

Preferred Licensure: LICSW or LGSW

Minimum Education: Mental Health Practitioner as defined by the Minnesota Dept. of Human Services (4 year human service degree plus 2000 hours supervised mental health experience, or a Master's degree in Human Services, or 6,000 hours supervised mental health experience).

Qualifications:

- Demonstrated experience in one or more of the following areas: mental health, chemical dependency, homeless or at-risk youth, domestic violence, Safe Harbor, sexual assault
- 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
- Proficient in Microsoft Office applications
- 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, gender identity and/or expression 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 Program Manager
102 W 1st Street
Duluth, MN 55802

or

Email: HR@life-house.org

Include the Subject Line: Mental Health and Wellness Case Manager