



Job Title: Wellness Program Case Manager / Peer Recovery Specialist
Position Type: Full-time non-exempt (hourly)
Schedule: M-F days plus occasional evenings & weekends
Salary Range: \$18.00 – \$20.00 hourly, commensurate with experience
Benefits Package: Medical, dental, vision, life insurance, PTO, Short term disability, 401K, company paid holidays
Reports to: Mental Health & Wellness Program Manager

ORGANIZATION: Life House is an innovative nonprofit organization serving high barrier 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 overcome unstable housing, economic insecurity, mental health concerns, addressing substance misuse, obtaining educational credentials and moving towards living independently.

SUMMARY: Reporting to the Mental Health & Wellness Program Manager, the Wellness Program Case Manager / Peer Recovery Specialist supports young people 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 / Peer Recovery Specialist targets youth within Indigenous/Tribal, Black/African Heritage and Multiracial communities to assist in accessing and supporting needed substance abuse and mental health services. Drawing from personal recovery experience, the Wellness Program Case Manager / Peer Recovery Specialist models, mentors, advocates, and motivates youth throughout their recovery journey.

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

- If needed, 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 Licensed Alcohol and Drug Counselor (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 substance use disorder (SUD) and to maintain Peer Recovery Support Specialist certification.
- Assist with community outreach targeting youth ages 14 to 24 primarily who identify as LGBTQ+, Indigenous/Tribal, Black/African Heritage, or Multiracial to increase access to substance abuse treatment and recovery supports. Track and document contacts and referrals made.
- Under direct supervision of the Wellness Program Manager and LADC, perform comprehensive wellness assessments to determine immediate and long-term needs for physical/mental/chemical health services; complete necessary documentation in a timely and accurate manner.
- Under direct supervision of the Wellness Program Manager 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 youth/young adults; 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 the Mental Health & Wellness team, assist youth with co-occurring mental health issues in relation to substance use recovery to support long-term management of mental health symptoms. This may include co-facilitation of peer support groups.
- 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 supportive service providers; and,

- Perform follow-up assessments regarding the quantity and quality of services provided.
- Provide support in the Youth Center to build relationships 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 relevant groups addressing the unique needs and interests of underserved youth.
- Ensure the confidentiality of all youth information is strictly maintained.

Other duties and responsibilities:

- Provide supportive services applying harm reduction, strengths-based, Positive Youth Development, trauma-conscious and person-centered approaches to young people who are homeless or high barriers.
- Develop healthy and meaningful relationships with youth and young families while maintaining professional boundaries; demonstrate kindly assertiveness in setting limits with youth.
- Participate in weekly Life House case consultation meetings 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 Director.

QUALIFICATIONS:

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

Qualifications:

- Preference for an individual representing Indigenous, Black, or Multiracial community members and/or self-identifies as LGBTQ+
- Two+ years of recovery from substance misuse required
- Two+ years of experience with one or more high-barrier populations (chemical dependency, mental health, domestic violence, commercial sexual exploitation, homeless, at-risk youth) 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 historical backgrounds
- 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 (including pregnancy, gender identity, and sexual orientation), parental status, age, physical or mental disability, genetic information (including family medical history), political affiliation, military service, or other non-merit-based factors. Life House encourages individuals with diverse backgrounds and members of the LGBTQ community to apply.

To apply send application, cover letter and resume to:

Life House
 Attn: Human Resources/Peer Recovery Specialist
 102 West 1st Street
 Duluth, MN 55802

Email:
 Subject Line: Peer Recovery Specialist
 hr@life-house.org