



Job Title: Youth Advocate - Life Hacks Coordinator

Position Type: Full-time non-exempt (hourly), including some evening and weekend hours

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

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

Reports to: Youth Center 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 to move towards independent living through addressing trauma, mental illness, substance use, pursuing educational opportunities and obtaining a sustainable job.

SUMMARY: Reporting to the Youth Center manager and working closely with the Life House team, the Life Hacks Coordinator will work with the youth Advisory Board to develop groups and activities, teach independent living skills classes and/or solicit Life House staff or community partners to lead activities/groups. Program activity areas include, but are not limited to, skills-focused classes (e.g. Adulting 101 or specific topic areas) to increase independent living skills, knowledge about culturally-specific traditions, peer support groups designed to promote positive developmental relationships, gender-identity groups, conflict-resolution skills as well as connecting with caring adult role models.

Focus area duties and responsibilities – Life Hacks Coordinator:

- Recruit youth to participate in youth advisory board meetings and facilitate meetings to solicit youth input, insight and feedback to amplify youths' voices in decision making processes that shape the Life Hacks programming, environment, policies and procedures and define eligibility criteria for incentives.
- Work in close collaboration with Life House staff to teach program specific independent living skills classes and / or solicit community experts to do so.
- Organize and schedule culturally-specific peer support groups, which are facilitated by Life House staff, trained peer recovery coaches and elders representing communities of color and the LGBTQ community, on a rotating basis throughout the grant period.
- Build community partnerships with youth development agencies in order to fill a dynamic quarterly calendar of opportunities in the areas of education, recreation, arts and culture for youth self-discovery, skill building, personal expression and fun and encourage youth participation.
- Collect accurate data on youth participation in groups, activities and classes per funding requirements, while monitoring trends and evaluating incentives.
- Evaluate youth participants' progress in the program by administering quarterly YIP surveys, assess results, and refer youth to appropriate Life House case management as needed.
- Empower participants to provide feedback through formal and informal opportunities such as anonymous satisfaction surveys, and monthly check-ins with youth.
- Utilizing the Life House van or personal vehicle, in good working order, provide transportation to field trips, Pow Wows, Pridefest, college tours, recreational activities and other educational opportunities.
- Conduct grant-mandated program evaluation activities and reporting in a timely and accurate manner.

Focus area duties and responsibilities – Life House:

- Provide services applying trauma informed practices, harm reduction, strengths-based, Positive Youth Development and client-centered approaches to Life House youth.
- Develop healthy and helpful relationships with homeless and street youth while maintaining professional boundaries; demonstrate kindly assertiveness in setting limits with youth.
- Participate in weekly Life House case consultation meeting to discuss program participants and provide progress updates; attend Life House weekly staff and program meetings, and other trainings as indicated.

- Provide coverage in the Youth Center to interact with youth in the milieu; assist in supervision of youth to ensure guidelines are upheld for the safety and well-being of all clients and staff; assist with other Life House program coverage as necessary.
- Maintain clear communication with Youth Center 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 program recordkeeping and reporting systems are accurately maintained and, grant-related program reporting is completed as required.
- Perform other duties as may be assigned by Executive Director, Program Directors or Youth Center Program Manager.

QUALIFICATIONS:

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

Qualifications:

- Demonstrated experience with one or more high-barrier populations (chemical dependency, mental health, domestic violence, commercial sexual exploitation, homeless, at-risk youth)
- Demonstrated experience in one or more of the following areas: mental health, chemical dependency, emotional/behavioral special education, at-risk youth issues
- Flexible, confident, and able to maintain composure under stress
- Strong computer skills: proficient in Microsoft Office suite, knowledge of donor and member tracking databases, knowledge of Adobe Creative Suite helpful
- Demonstrated knowledge of and ability to work effectively with youth from multiple cultural backgrounds, LGBTQ identities, and various lived experiences.
- 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 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 (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 (open until filled):

Life House
 Human Resources/ Life Hacks Coordinator
 102 W 1st Street
 Duluth, MN 55802
 Or

Email
hr@life-house.org

For an application, please go to www.lifehouseduluth.org/contact/careers/