



**Job Title:** Youth Advocate - Resources Coordinator

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

**Schedule:** Mon-Fri 9:30am-6pm, including evenings and weekends as necessary

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

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

**Reports to:** Youth Center Program Director

**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 unhoused or at risk of homelessness to overcome poverty, trauma, mental health concerns, low educational needs and joblessness to transition to independent living.

**SUMMARY:** Reporting to the Youth Center Director, the Youth Advocate – Resources Coordinator provides supervision, meals and activities in the drop-in Youth Center to create and maintain an atmosphere that is safe, welcoming and engaging. The Resources Coordinator performs needs assessments and builds therapeutic relationships with youth in order to assist them to address their goals, aspirations and needs. The Resources Coordinator connects youth to Life House and community resources, including obtaining vital documents and health insurance.

**Focus area duties and responsibilities – Resources Coordinator:**

- Ensure each new youth is welcome to Life House, including a facilities tour, overview of programming, and introductions to staff and other youth.
- Collect accurate data on youth participation in groups and activities per funding requirements, while monitoring trends and evaluating incentives.
- Work with Life House staff to identify service / resources gaps and establish relationships with local providers to connect youth with available community resources.
- Connect youth to Life House case management services as needed.
- Assist youth in obtaining vital documents (ID, birth certificate, social security card) providing transportation if needed.
- Monitor and maintain Life House Basic Needs inventory ensuring adequate supplies are available, stock as needed, and pick up local donations (Starbucks, SuperOne, etc.) as scheduled.
- Monitor and maintain Maurice's Closet inventory, communicating with Maurice's Corp to restock when needed.

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

- 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 unhoused and under resourced 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.
- Assist Youth Center staff to recruit youth to participate in weekly Life Hacks groups, activities, youth board meetings etc.
- 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 in a timely and accurate manner.
- Maintain confidentiality of all client information.

**Focus area duties and responsibilities – Life House:**

- 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.
- Maintain clear communication with Life House program staff to facilitate consistent, appropriate responses to youth behavior.
- Perform other duties as may be assigned by Executive Director or Youth Center Program Director.

**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, including maintaining an accurate calendar and responding to emails in a timely manner.
- 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 (provided by Life House)
- Complete online MNSure training to become a Certified MNSure Navigator and assist youth in obtaining and maintaining needed health insurance (provided by Life House)
- Complete Servesafe Food Handler Certification (provided by Life House)
- Complete the Youth Intervention Programs Association (YIPA) The Art of Youth Work certification within 6 months of hire (provided by Life House)

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.

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