

## **Water Street Ministries Job Description Mission Life Coach**

### **Summary:**

A Life Coach will work with guests as they progress through a personal plan for renewal. Life Coaches work cooperatively with other staff to ensure the proper functioning and support of the Shelter & Residential guests within the Residential Ministries Department and the WSM organization.

**FLSA:** Non-Exempt

### **Life Coaches must be:**

1. Willing to sign the Water Street Ministries' Statement of Faith
2. A current and active member and/or regular attendee of a local church.
3. Able to fully support the Water Street Ministries' core values and ministry philosophy.

### **Essential Duties:**

- Minister to Shelter & Residential guests, reflecting God's love for each individual, through a non-judgmental, grace filled relationship
- Meets with Shelter & Residential guests to support their personal plan for renewal and spiritual direction
- Adhere to Water Street Mission Policy & Procedures
- Assist guests in Shelter & Residential with daily needs
- Welcome & acclimate new Shelter & Residential guests to WSM services
- Problem solving & conflict resolution with Shelter & Residential guests
- Maintain accurate Guest information including reporting, and data management
- Participate in Action Planning meetings
- Attend community / dorm meetings as necessary
- Assists with administration and daily maintenance of all guest areas
- Support volunteers to assist with programs and services providing mentoring and leadership to volunteers
- Performs all other duties as assigned

### **5 Key Essentials of a Life Coach:**

- **Teachable Spirit**
- **Team Player**
- **Communicate concisely & clearly – verbally & in written form**
- **Able to work with the computer & data bases**
- **Knowledge of homelessness, mental health & addiction**

### **Education/ Experience:**

A bachelor's degree in human services or related field. Preference will be given to candidates with experience working in the mental health and/or addiction recovery fields. Competency in Microsoft Office products, computer data processing and email is essential. A valid PA driver's license is required. Agreement with the philosophy of Water Street Ministries. Spanish speaking is an asset.

**Equipment:** Office equipment

**Supervised by:** Life Coach Supervisor

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the essential functions of this job the employee is regularly required to stand, walk, or sit and use hands to finger, handle, or feel, and is occasionally required to lift and/or move up to 30 pounds. Will require weekend and evening availability.

***Christian Life:*** As an employee of Water Street Rescue Mission you are an important member of a Christian Missionary organization. All staff members are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, or Life Coach sessions. Because of the nature of these types of ministries it is an absolute necessity that you possess and maintain a testimony or lifestyle that is above reproach. What you do on your own time may seriously affect your ability to perform these types of ministries, which are an important part of your job.