

Water Street Mission Job Description Residential Ministries Overnight Life Coach

Summary:

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

FLSA: Full-time, Non-Exempt

Overnight Life Coaches must be:

1. Willing to sign the Water Street Mission's 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 Mission's Core Values and ministry philosophy.

Essential Duties:

- Minister to guests, reflecting God's love for each individual through a nonjudgmental, grace-filled relationship
- Attend treatment team meetings as needed
- Attend Life Coach staff trainings and meetings
- Assist with administration and daily maintenance of all client areas
- Support volunteers to assist with programs and services providing mentoring and leadership to volunteers
- Maintain accurate client information including reporting and data management
- Replenish supplies in all Residential and Shelter areas
- Monitor current activities on the cameras and swipe access on campus
- Monitor meals, scanning that everyone eating is staying here
- Check cameras as requested
- Sex offender and docket search for new guests
- Monitor men and women coming in or leaving during your shift in the 7000 building
- Be present at 5:45 am in CES to monitor clean up
- Will be the on-call contact and will assess the emergency. If emergency, will call 911. If not an emergency, will call non-emergency dispatch number.
- Audit bus passes
- Create residency letters
- Order office supplies for residential ministries
- Enter maintenance requests as needed
- Assist with administration and daily maintenance of all guest areas
- At end of shift, communicate activity from the evening
- Cleaning and laundry responsibilities.
- Perform all other duties as assigned

Education/ Experience:

A GED or high school diploma is required. A bachelor's degree in Human Services or related field is preferred. Competency in Microsoft Office products, computer data processing and email is essential. Reliable transportation is required. Agreement with the philosophy of Water Street Mission.

Equipment: Office equipment, residential cleaning equipment

Supervised by: Director of Residential Ministries; Day-to-day operations by Life Coach Supervisors

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 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 counseling 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.