

## **Water Street Ministries Job Description Residential Ministries Overnight Life Coach**

### **Summary:**

An Overnight Life Coach will work with clients 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 Residential Ministries Department and the WSM organization.

**FLSA:** Full-time, Non-Exempt

### **Life Coaches Assistant 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 clients, reflecting God's love for each individual, through a non-judgmental, grace filled relationship
- Attend treatment team meetings as needed
- Attend Life Coach staff trainings & meetings
- Assists 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 & Shelter areas
- Monitor current activities on the cameras & swipe access on campus
- Monitor meals scanning that everyone eating is staying here
- Check Cameras as requested
- Sex offender & Docket search for new Guests
- Monitor men & women coming in or leaving during your shift in 7000 building
- Be present @ 5:45am in CES to monitor clean up
- Will be the on-call contact & will assess the emergency. If emergency will call 911. If it is determined to not be 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
- Assists with administration and daily maintenance of all Guests areas
- Maintain accurate Guest information including reporting, and data management
- Communicate at end of shift activity from the evening.
- Cleaning & laundry responsibilities.
- Performs 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 Ministries.

**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 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 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.