

Water Street Ministries Job Description Part-time Step-Up Coach

Summary:

The Step-Up Coach is responsible for ensuring that all WSM Residential guests have a clear plan to employment and work assignments that support that plan. Their primary responsibility is to walk alongside guests as they develop work skills and tackle personal challenges that would limit their employability. The position is mobile and relies heavily on real-time, personalized feedback.

FLSA: Non-Exempt

Liaisons 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:

- Meets with Residential guests to support their task assignments, internship, and/or externship, providing feedback that assists in meeting their personal goals for renewal and spiritual direction
- Provides insight to Treatment team on guest needs
- Develops job descriptions and evaluation tools for all work assignments
- Serves as a bridge between life coaches and work assignment supervisors
- Coaches guests in the development of job competencies and their resume
- Ministers to Residential guests, reflecting God's love for each individual, through a non-judgmental, grace filled relationship
- Adheres to Water Street Mission Policy & Procedures
- Problem-solves & assists in conflict resolution with Residential guests in their work assignments
- Multi-tasks and adapts easily to a variable work environment
- Maintains accurate Guest information including reporting, and data management
- Participates in Action Plan meetings
- Performs all other duties as assigned

Education / Experience:

A bachelor's degree is required. Preference will be given to candidates with experience in drug & alcohol addictions, mental health, and/or behaviorally-based interviewing. 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: Director of Enrichment Center

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.