

Water Street Mission Residential Ministries – Life Coach Assistant

Summary: A Life Coach Assistant will support Guests through a personal progressive plan of renewal by partnering with a team of Senior Life Coaches*, Life Coaches, Case Managers, and other staff by actively participating in a healing environment and the Core Values of Water Street Mission.

FLSA: Non-exempt, Part-time (about 24 hours per week and every other weekend)

A Life Coach Assistant 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 of a Life Coach Assistant (LCA):

1. Minister to Guests, reflecting God’s love for each individual through a non-judgmental, grace filled relationship.
2. Maintain accurate client information, including reporting and data management.
3. Cover shifts at meal times in the Dining Hall.
4. Assist Guests with showers, laundry, Outside Storage, and Check-In in Shelter.
5. Assist Guests as needed (e.g. clothing).
6. Set up and tear down CHOC.
7. Be present in and manage CES.
8. Float to all areas as needed by Senior Life Coach (SLC) or Life Coach functioning as a Lead Life Coach on shift
9. Oversee Chapel Guest attendance.
10. Communicate Guest’s needs to Senior Life Coach (SLC) and Life Coach Lead (LCL)
11. Assist in preparing rooms for new Guests in FES & RES
12. Assist in out cycle/ Room Changes for Guests in FES, RES & TRANS.
13. Assist in Managing supplies for all Shelter/Residential areas.
14. Assist in Maintain Guest storage areas (FES, RES floors, CES, CHOC)
15. Refer Guests in crisis to Senior Life Coach or Life Coach.
16. Attend weekly Life Coach Team Meetings.
17. Work every other weekend
18. Complete all other duties as assigned.

Education: A minimum of 2-3 years’ work experience in the area of Human Services – specifically mental health, social services and/or addictions. Competency in Microsoft Office products. Knowledge of Outlook and ability to work with a clinical database is essential. Bilingual preferred.

Equipment: Office equipment

Supervised by: Director of Residential Ministries

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 lbs. Will require weekend and evening availability.

Christian Life: As an employee of Water Street Mission, a Life Coach Assistant is 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 a Life Coach Assistant possess and maintain a testimony or lifestyle that is above reproach. What he/she does on his/her own time may seriously affect his/her ability to perform these types of ministries, which are an important part of the LCA job.