

Water Street Ministries Job Description Life Coach Administrative Supervisor

Summary:

The Life Coach Administrative Supervisor will lead & train a team of Senior Life Coaches, Life Coaches & Life Coach Assistants in coaching Guests through a personal progressive plan of renewal; working cooperatively with a team of other Supervisors, Directors & WSM staff by actively participating in a healing environment and the Core Values of Water Street Mission.

FLSA: Exempt

The Life Coach Administrative Supervisor 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:

- Perform Supervisor duties & Minister to Guests, reflecting God's love for each individual, through a non-judgmental, grace filled relationship
 - Cover as "on-call Supervisor" for assigned weekends & holidays
- Oversee projects for Residential Ministries & assigned Administrative duties:
 - Assists the Director with staff scheduling and resource planning for all 3 shifts
 - Tracking all projects & communicating to appropriate staff regarding projects, progress, changes, etc. for Residential Ministries
 - Create documents, spreadsheets, forms, and presentations as needed
 - Ensure all documentation for Residential Ministries is organized & current
- Create, update & train staff to a standard:
 - Remain Knowledgeable of all current Policy & Procedures
 - Standard Operating Procedures (SOP) for Residential Ministries
 - Providing supervision, modeling and training on the culture, expectations & their specific roles
 - Train or arrange training for Residential Ministries staff in relevant areas.
 - Builds & promotes Team Morale
 - Motivates others to Perform Well
- Work Collaboratively with other Supervisors & departments
- Attends meetings to assist in planning and program development
- Schedule, train & providing mentoring and leadership to Residential Ministry volunteers
- Maintain accurate client information including reporting, and data management
- Assists with administration and daily maintenance of all Guest areas as needed
- Performs all other duties as assigned

General Responsibilities:

- Develop Solutions to Challenges
- Effectively Collaborate with other Departments
- Flexibility & willing to adapt to New Circumstances
- Delivers on Expected Tasks without requiring follow-up
- Offers opinions constructively & meets team commitments
- Assesses Problems accurately being alert to potential problems
- Follows Appropriate Chain of Command when Problems Arise
- Manages unanticipated stressful events and responds effectively
- Gathers pertinent information before making decisions.

Relevant Competencies:

Adaptability	Coaching	Conflict Management
Customer Orientation	Delegating	Developing Others
Fostering Teamwork	Attention to Detail	Managing Change
Oral & Written Communication	Problem Analysis	Providing Motivation
Strategic Thinking	Thoroughness	Networking
Conceptual Thinker	Controlling Progress	Initiative

Education/ Experience:

Bachelor's Degree required but Master's degree preferred in Human Services, or related field.
Minimum of 3-5 years' work experience in the areas of mental health and /or addiction recovery.
Proficient in Microsoft Office products. 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 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.