

**Water Street Mission
Residential Ministries – Second Shift Life Coach Assistant**

Summary: The Second Shift 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

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. Assist in Children's Ministry as needed
7. Set up and tear down CHOC.
8. Be present in and manage CES.
9. Float to all areas as needed by Senior Life Coach (SLC) or Life Coach functioning as a Lead Life Coach on shift
10. Oversee Chapel Guest attendance.
11. Communicate Guest's needs to Senior Life Coach (SLC) and Life Coach Lead (LCL)
12. Assist in preparing rooms for new Guests in FES & RES
13. Assist in out cycle/ Room Changes for Guests in FES, RES & TRANS.
14. Assist in Managing supplies for all Shelter/Residential areas.
15. Assist in Maintain Guest storage areas (FES, RES floors, CES, CHOC)
16. Refer Guests in crisis to Senior Life Coach or Life Coach.
17. Attend weekly Life Coach Team Meetings.
18. Work every other weekend
19. 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.

Christian Life Coaching at Water Street Mission

***What is a *Life Coach* at Water Street Mission?**

A *Life Coach* participates “in the Water Street Mission Healing Model* by partnering with Guests in a safe environment to address the results of the various levels of trauma in an individualized, highly relational, strengths-based manner.”

As Christian Life Coaches, we continually seek the guidance of the Holy Spirit in a faithful practice of discernment. Our Guests come from diverse religious backgrounds and commitments, yet we believe the same Spirit knows the plans, strengths, and callings God has for each of our Guests. The Life Coach partners with the Holy Spirit, and joins His work in our Guests’ lives.

Life Coaches give full attention to the present moment. This inspires Guests to maximize opportunities for personal growth and move toward healthy life transformation as an ultimate goal. Life Coaches strive to be fully open and curious. They ask relevant, clear questions which prompt Guests to think about new possibilities and perspectives. These conversations may reveal thoughts, plans, and goals that Guests may have dismissed as impossible. Coaching is designed to help Guests remain focused on self-identified goals and encourage the abandonment of distractions and deterrents. At times, Coaches may need to direct the Guest to other resources which exceed the WSM Life Coach role.

A Life Coach builds a safe, trusting environment in which they make listening a top priority. They allow Guests to share completely, without judgement. When this environment is established with intention, a Guest feels open to talk about hopes and fears, wants and needs with sharp focus on the goals they have set for themselves. Life Coaching is done from a perspective of unity where we discover that our Guests desire the same things in life that we want -- what all people want. We want someone to care about us and take time to listen to our story. We want someone to believe in us and encourage us by speaking words of assurance that better things are ahead. We want to be valued and respected for who we are and for the skills and talents we possess. Above all, we want to be a part of a larger community where we are loved, welcomed, embraced, and accepted no matter where we come from, what our background is, or what mistakes we may have made in the past. This is accomplished with no personal agenda for the path a Guest may choose. The Coach’s role is *not* to take responsibility for Guests’ choices but to empower the Guests to feel confident moving from where they are to where they want to be.

Jesus is the perfect model of a Life Coach. He was able to help people gain a deeper understanding of themselves and their potential for positive change. He used powerful questioning and demonstration to accomplish this. He understood and showed us how grace, truth, and time are central to a person’s life transformation.

*Refer to Water Street Mission Guiding Statement, Vision Statement and Core Values.