

Water Street Mission Job Description Full-Time StepUp Coach

Summary:

The StepUp 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 support guests as they develop work skills and tackle personal challenges that could limit their employability. The position is mobile and relies heavily on real-time, personalized feedback.

FLSA: Non-Exempt

StepUp Coach 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:

- Has a passion for understanding WSM guests, their unique life experiences, and their dreams;
- Has a humble spirit that seeks to honor the dreams of the individuals being served;
- Has a desire to unlock the God-given potential with which every guest is born;
- Above all, holds a love for Jesus and a recognition that ministry takes precedent over career-based initiatives;
- Meets with Residential guests to support their task assignments, internships, and/or externships, providing feedback that assists guests in meeting their personal goals for renewal and spiritual direction;
- Serves as a bridge between life coaches and work assignment supervisors;
- Coaches guests in the development of job competencies and their resumes;
- Ministers to Residential guests, reflecting God's love for each individual, through a nonjudgmental, grace-filled relationship;
- Works with the StepUp team in teaching classes and workshops related to career development and work assignment support;
- 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 data management and guest information including documentation;
- Participates in Treatment Team and Action Plan meetings as needed;
- Adheres to Water Street Mission Policy & Procedures;
- Performs all other duties as assigned

Education / Experience:

A bachelor's degree is required. In addition, preference will be given to candidates with experience in drug & alcohol addictions, mental health, and/or behavioral-based interviewing. Competency in Microsoft Office products, computer data processing, and email is essential. A valid PA driver's license is required. The candidate must be in agreement with the philosophy of Water Street Ministries. Spanish-speaking skills are an asset.

Equipment: Office equipment

Supervised by: StepUp Director

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. Requires weekend and evening availability.

Christian Life: As an employee of Water Street Ministries, 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.