



**WATER STREET
MISSION**

Restored to be restorers

**Water Street Mission (WSM) Job Description
Full-Time Second Shift Female Life Coach**

Summary:

A Life Coach will work with clients as they progress through a personal plan for renewal. Life Coaches work cooperatively with other staff to ensure the proper functioning and support of the Residential Ministries Department and the WSM organization.

Second Shift Life Coaches are eligible for shift differential.

FLSA: Non-Exempt, Full-Time

Life Coaches 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:

- Minister to clients, reflecting God's love for each individual, through a non-judgmental, grace filled relationship
- Meets with clients to support their personal plan for renewal and spiritual direction
- Assists with administration and daily maintenance of all client areas
- Support volunteers to assist with programs and services providing mentoring and leadership to volunteers
- Maintain accurate client information including reporting, and data management
- Participate in treatment planning meetings
- Attend community meetings as necessary
- Performs all other duties as assigned

Education/ Experience:

A bachelor's degree in human services, or related field. 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 Mission.

Equipment: Office equipment, residential cleaning 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.