

Water Street Mission

PT Children's Ministry Coach and PT Female Life Coach Assistant

Summary: To aid in the spiritual and emotional growth of each Guest (women and children) through Biblical ministry. The Children's Ministry Coach will involve guests (women and children) in experiences to promote the learning of healthy life-skills. 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: Full-Time, Non-exempt

The Children's Ministry Coach, Life Coach Assistant must be:

- Willing to sign the Water Street Mission Statement of Faith
- A current member or regular attendee of a local church
- Able to fully support the Water Street Mission core values and ministry philosophy

Essential Duties:

- Work every other weekend
- Work evenings as assigned
- Be available as the need may arise in crisis situations
- Minister to Guests, reflecting God's love for each individual through a non-judgmental, grace filled relationship
- Facilitate the Children's Ministry Room during hours that parents are in classes, Life Coach sessions, Case Management meetings, or other scheduled meetings
- Play an active part in the spiritual development of Children's Ministry
- Ensure Children's Ministry room is organized, clean, and safe
- Communicate observations and concerns to the Children's Ministry Coordinator
- Serve as a parenting coach to female guests as assigned
- Cooperate and coordinate with other departments within Residential Ministries
- Participate in special programs and events and in educational/training opportunities as requested
- Maintain accurate client information, including reporting and data management
- Be present and assist guests and staff in Providence Day Shelter
- Assist guests with showers, laundry, check-in, and obtaining what they need
- Oversee guest's chapel attendance
- Float to all areas as needed by Life Coach Supervisor, Senior Life Coach, or Life Coach functioning as team lead
- Assist in preparing rooms for new guests, guests changing rooms, or guests who have left WSM
- Assist in managing supplies for Shelter and Residential areas
- Refer guests in crisis to the appropriate staff member
- Attend weekly Life Coach team meetings and monthly all-staff meetings/trainings
- Other duties as assigned

How duties will be performed:

- Maintain a compassionate witness, exercising firmness with love and demonstrating joy
- Maintain appropriate boundaries with the women & children guests as directed by the Children's Ministry Coordinator and Director of Residential Ministries
- Communicate a perspective that aligns with a 'Bible-above' approach to culture
- Understand & articulate a perspective that balances the Biblical concepts of grace and truth

Education and Experience: Experience teaching, developing lesson plans and working with at-risk children is required. Degree in teaching, early childhood education, or equivalent years of experience in a ministry or learning environment essential. Compassionate, ministry-minded person with an ability to connect with at risk families and build healthy relationships. Training in counseling from a Biblical standard or a willingness to learn is required. 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.

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Supervised by: Children's Ministry Coordinator and Director of Residential Ministries

Physical Demands:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

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.

- Stand, walk, or sit - *continuously*
- Use hands to finger, handle, or feel - *continuously*
- Lift and/or move up to 35 pounds - *occasionally*
- Weekend and evening availability

Christian Life:

Water Street Mission is a privately funded 501(c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry that is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and purpose statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Water Street Mission.
- Subscribe to the Water Street Mission Statement of Faith and Qualifications of Employment upon hire and continuously while employed.
- Adhere to the Water Street Mission Employee Handbook.