

Water Street Ministries Job Description
Residential Ministries - Overnight Life Coach Assistant

Summary:

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

Life Coaches Assistant 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 of an Overnight 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 guest information, including reporting and data management.
3. Be present in and manage Providence Night Shelter.
4. Monitor security cameras during shift.
5. Function as point of contact for on-call Supervisor in the event of an incident.
6. Complete background checks for new guests (sex offender registry and legal docket search).
7. Be present in and manage breakfast shift in the Dining Hall.
8. Assist guests with showers, laundry, and shelter check-in/check-out.
9. Assist guests as needed (e.g. clothing).
10. Communicate guest's needs to Senior Life Coach (SLC) and Life Coach Lead (LCL).
11. Assist in preparing beds for new guests in Providence Shelter.
12. Assist in facilitating exits for guests in Providence Shelter.
13. Assist in managing supplies for Providence Shelter.
14. Assist in maintaining guest storage in Providence Shelter.
15. Refer guests in crisis to Senior Life Coach or Life Coach.
16. Attend mandatory team meetings, staff meetings, or trainings as requested by Supervisor.
17. Work every other weekend.
18. Complete all other duties as assigned.

Education/ Experience:

A GED or high school diploma is required, an Associates degree in human services, or related field is preferred with 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, residential cleaning equipment.

Supervised by: Life Coach Supervisor

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 Rescue 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.