

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:

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*
- Evening and weekend availability – *occasionally*

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.

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.