

Water Street Mission Job Description StepUp Coach

Summary:

The StepUp Coach is responsible for ensuring that all WSM Residential guests have a clear path 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 as well as managing their finances with intentionality, the position is mobile and relies heavily on real-time, personalized feedback.

FLSA: Non-Exempt; Full-Time

All Water Street Mission Staff must be:

1. Willing to sign the Water Street Mission 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:

- Above all, holds a love for Jesus and a recognition that ministry takes precedent over tasks.
- Has a desire to unlock the God-given potential with which every guest is born; 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;
- 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 with a vocational mindset
- 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 faith based financial management
- 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 and ten years post bachelor professional experience 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 Mission. Spanish-speaking skills are an asset.

Equipment: Office equipment

Reports To: StepUp Director

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 of fine motor skills – *continuously*
- Bend, squat, kneel, and reach- *Occasionally*
- Lift and/or move up to 30 pounds - *occasionally*
- Weekend and evening availability - *occasionally*

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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.