

## **Water Street Mission Job Description SECOND SHIFT Life Coach Assistant**

**Summary:** A Life Coach Assistant will support guests through a personal progressive plan of renewal by partnering with a team of Life Coach Supervisors (LCS), Senior Life Coaches (SLC), Life Coaches (LC), and other Residential Ministries staff by actively participating in a healing environment and the core values of Water Street Mission.

This position is scheduled for 3:00-11:30 PM and is eligible for shift differential and incentive bonus.

**FLSA:** Non-Exempt

**All Water Street Mission Staff 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:**

- Above all, holds a love for Jesus and a recognition that ministry takes precedent over tasks.
- Minister to guests, reflecting God's love for each individual through a non-judgmental, grace-filled relationship.
- Work every other weekend.
- Work holidays as assigned in the staff rotation.
- Be present in and manage Providence Day/Night Shelter.
- Float to all areas as assigned by Life Coach Supervisor, Senior Life Coach, or Life Coach functioning as shift lead.
- Assist with Dining Hall coverage during mealtimes.
- Assist guests with showers, laundry, storage, and check-in for Providence Day/Night Shelter.
- Assist guests in obtaining needed items (clothing, toiletries, etc.).
- Oversee and manage guest attendance during chapel.
- Communicate guest's needs to Senior Life Coach or Life Coach Lead on shift.
- Assist in preparing rooms/beds for new guests in Providence Night Shelter, Family Emergency Shelter, and all Residential areas.
- Assist with room/bed assignment changes and outcycles for all guests.
- Assist in managing and stocking supplies for all Shelter/Residential areas.
- Assist with daily maintenance and upkeep for all Shelter/Residential areas.
- Refer guests in crisis to Life Coach Supervisor, Senior Life Coach or Life Coach.
- Attend weekly Life Coach Team Meetings.
- Maintain accurate guest information, including reporting and data management.
- Perform all other duties as assigned.

**Education:** A minimum of 2-3 years' work experience in the area of Human Services, specifically mental health, social services and/or addiction recovery. Competency in Microsoft Office products. Knowledge of Outlook and ability to work with a clinical database is essential. Bilingual English-Spanish preferred.

**Equipment:** Office equipment

**Reports To:** Evening Life Coach Supervisor

**Water Street Mission Job Description**  
**FT/PT SECOND SHIFT Life Coach Assistant**

***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 –*Continuously*

***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.

**My signature below acknowledges that I have read and understand the job description as described herein and I can perform that which is required under Physical Demands unless otherwise noted. I understand that this job description is not all-inclusive and that employment is at-will.**

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**Signature**

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**Printed Name**

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**Date**

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**FT/PT SECOND SHIFT Life Coach Assistant**

**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.