Job Title: Life Coach

Position Status: Permanent, Full-Time (Exempt) or Part-Time (Non-Exempt)

Staff Supervisor: Guest Services Manager

Job Overview: The Men’s Center Life Coach provides case management oversight and chaplaincy services to guests:

- responsible for meeting one-on-one with guests of the Men’s Emergency Shelter, assessing their needs in various categories (housing, financial, spiritual, legal, etc.), and aligning those needs with in-house and 3rd-party resources.
- assists with the general needs of shelter ministry, including facilitating evening chapel services, presenting the Gospel, and teaching classes.
- responsible for enrolling guests in our Shelter Launch program, creating realistic case plans with these guests (in accordance with the Shelter Launch Contract), and shepherding guests in their case plans towards healthy & sustainable housing.

Overview of Responsibilities
1. **Assessing** the guests’ situations to discover the reasons & needs behind their current situation, and any barriers restricting the ability to launch successfully from a homeless shelter.
2. **Case planning** with the guests: develop a written strategy with interventions to address causes of homelessness.
3. **Linking** guests to community services to meet the objectives of the case plan.
4. **Monitoring** guest progress with the case plan, holding them accountable to work toward resolution of barriers and meet the goals of the case plan.
5. **Teaching** guests in a variety of formats. To include (but not limited to): shelter orientation, Christian discipleship, basic life skills, and Chapel services.
6. **Assisting** with general Guest Services activities, including filling in as a Front Line Coach when needed.

Other job expectations:
1. Focus on planting seeds of faith in and encouraging salvation through a personal relationship with Jesus Christ.
2. Ensure that all guests are prayed with, counseled, nurtured and directed to resources both within and outside of Shelter KC.
3. Responsible for his own professional development and spiritual growth. Shelter KC encourages, and may assist with, continuing education as time and budget allow.
4. Meet with the Guest Services Manager and other staff on a regular basis to facilitate teamwork & communication, effective ministry, and to build organizational unity.
5. Other projects or responsibilities as needed and assigned.

Travel Requirements: Rare, but possible for conferences, donor events and/or training events
Conduct: All employees must conform to Shelter KC’s “Qualifications for Employment” and support the Shelter KC “Statement of Belief” as outlined in the Employee Handbook.

Initial 3-6 Month Short Term Goals:
1. Learn the vision and mission of SKC
2. Get to know the operation
3. Get to know the staff and their corresponding roles and responsibilities
4. Learn the donor software program
5. Become proficient in the duties assigned