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Job Description

Coach || Pathways

**Summary:**

A coach is expected to acknowledge and uphold the City Mission’s Statement of Faith. The main function of a coach is to guide the residents on their journey at City Mission and set goals for beyond. Each coach will have general responsibilities of coaching residents as well as a special area they focus on to help engage residents in programming. They will work with the other coaches to build a program that addresses the Spiritual, Physical, Intellectual, Emotional wellbeing of the residents as well as guide them in the engagement with community resources. The coach will support the shelter staff with shelter operations and work with them to provide a safe and productive environment for all guests and residents within the shelter. A coach is expected to be well connected to a local church and able to counsel and encourage residents in the furthering of their Christian walk.

**General Responsibilities:**

* 1:1 Weekly Resident coaching meetings to facilitate case management and resident development through our program transcript
* Facilitate morning small group devotional time for small group of residents
* Assist in the conducting of Friday Chapel services with the coaching team
* Have a scheduled time of assistance and engagement at the Men’s Shelter Front Desk
* Facilitate class(es) for the discipleship and recover program
* Attend and participate in Coach team meetings to create productive conversations about residents as well as about future development of the program
* Participate in regular cross departmental engagement (i.e. ambassador shifts, dining center services, community meal, any satellite campus locations)

**Qualifications and Skills:**

* Undergraduate degree in Human Services or ministry field or 1-3 years related experience and/or training or equivalent combination of education and experience.
* Demonstrated ability to track client progress
* Ability to communicate effectively (oral and written) especially in class and group settings
* Ability to write accurate and concise case notes
* Ability to learn and utilize Client Data System for client tracking
* Ability to work with and be sensitive to people from diverse backgrounds
* Ability to diffuse situations and resolve resident conflicts and issues
* Ability to attend meetings, trainings, and professional development opportunities as required
* Ability to comply with policies and procedures at the City Mission (per employee handbook)

**Time Commitment:** 40 hours per week

**Compensation:** Salary

**Revision Date:** February 2021