



Wings of Refuge

Wings of Refuge – Life Coach

Organization Type: Christ Centered Non-Profit

Direct Report: Director of Residential Services

Hours: Full time (30-40 hours per week), hours will vary

Education and Experience: Preference will be given to individuals who possess a degree or experience in behavioral or human services, social work, psychology, education, counseling, or a related field.

Summary of Job Responsibilities: Engage participants in developing life skills, educational, vocational skills and a healthy lifestyle.

Support Participants: Guide and encourage participants in the achievement of their individual goals (spiritual, physical, emotional, financial, education and relational).

Restoration Home: Coordinate the daily schedule with participants and ensure restoration home is maintained. Provide safety to participants within the program by following guidelines in place. Coordinate with peers for daily activities and responsibilities. 50% of time is spent directly with participants and 50% of time is administrative.

List of Available Responsibilities (shared among two Life Coaches):

Wellness: (One Life Coach role will have an emphasis on wellness, therefore a nutrition, wellness, health coaching certification would be beneficial for that role)

- Update/coordinate trauma-informed wellness materials, focusing on basic spheres of physical wellness (hygiene, nutrition, sleep, etc) to support holistic restoration
- Teach individual wellness lessons with participants
- Develop and coordinate educational and goal setting tools (SMART goals) to support wellness goals with participants to build healthy habits. Encouraging participants to meet their goals and provide support to stay on track and meet their goals.
- Assess and engage participants on varying levels of interest and ability, motivate participation by clearly communicating the goals of wellness programming and the benefits of physical wellness
- Empower participants in developing and pursuing personal goals, identifying specific ways to practice their individual expression of wellness. Understanding the connection between mind and body in relation to complex trauma
- Help participants to find tools to achieve goals and healthy habits for their unique body type. This can include introducing new exercise routines or whole foods with key nutrients among other sustainable life changes.
- Model positive, uplifting perspective on physical wellness and self-care during and outside of wellness lessons through their own pursuit of wellness.
- Coordinate movement activities for wellness sessions and participants in the home.

Routinely:

- Assist as needed in the home during daytime hours with participant needs and Restoration Home programming
- Read/record any pertinent participant documentation
- Administer and record daily medications
- Follow program handbook and specific guidelines per RISE Plan (goals)
- Provide transportation and attend appointments with participants as needed
- Take meeting minutes for staff meetings and email to staff
- Meal plan with participants and grocery shopping for restoration home
- Record and stay within provided budgets (grocery, activity, clothing, etc.)
- Meet with each participant to review RISE Plan progress and engage participants in working on goals
- Input programming into Google calendar
- Write regular notes of encouragement for participants

- Meet with each participant to assist with weekly responsibilities (making phone calls, assisting with any legal, medical, financial tasks that need to be resolved) and address any additional needs
- Meet with Restoration Home Program Manager and other Life Coaches to coordinate weekly participant schedules, activities, programming as well as any outstanding tasks or questions
- Assist Restoration Home Program Manager with monthly RISE Plan meetings
- Monthly room checks
- Provide direction and assistance to assigned volunteers
- File and record documentation (medical, background checks, legal documents, releases, etc.). This may include tracking in Google sheets, etc.
- Track monthly house maintenance on maintenance spreadsheet (garage, basement, other deep cleaning, etc.)
- Assist with new participant intake - inventory belongings, house tour, program handbook and overall assistance in showing how to use household items and advising of program guidelines.
- Milestone celebrations for participants - ensure cards and posters are created, coordinate participant celebrations (meals) and gifts. May delegate to direct care staff as needed.
- Holiday planning (Christmas tree acquisition, Halloween party, Christmas party, Halloween costumes, Christmas Secret Santa, etc.)
- Ensure tracphones, MP3 players and technology are working properly
- Update metric tracking (therapy appointments, drills, wellness, support groups, etc.)
- Maintain Restoration Home - identifying when repairs are needed or ensuring items are purchased for the home (trash bags, dish soap, laundry detergent, etc.)
- Set up participants access on the participant laptop and monitor usage (reviewing internet history, apps and emails) that participants are following internet safety guidelines
- Provide on call support as needed
- Assist in WOR home in staff absence and or emergency
- Other duties as assigned

Additional Responsibilities:

- Agree with the Wings of Refuge **Statement of Faith**
- Understand and demonstrate a willingness to engage in the **Guiding Principles** of the program
- Maintain an active, growing relationship with the Lord
- Abide by organization policies and procedures
- Exhibit leadership and management skills
- Capable of performing multiple tasks and is well organized
- Possess crisis management skills
- Display strength-based tendencies
- Effectively communicate with others
- Participate in all required training and show competency in skill areas of training content.
- Take med management training
- Willingness to pursue and participate in continuing education to stay up to date on best practices and regulatory compliance requirements

Qualifications:

- Never have been shown by credible evidence (e.g., a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application and evidence of having made efforts to obtain and evaluate references from previous employers
- Documentation of at least two professional, educational or personal references that attest to the person's capability of performing the duties of the position
- Complete a satisfactory preliminary criminal history background check and a satisfactory fingerprint records check
- Be 21 years of age or older
- Pass a motor vehicle record check