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 bachelor's degree from an accredited college or university in behavioral or social sciences, social work, psychology, education, counseling, or a related field and have two years of experience in the field of human services. Relevant experience may be substituted for the degree preference.

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.

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

Daily:

- 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
- Lead daily devotional, mindfulness and prayer
- Follow program handbook and specific guidelines per RISE Plan (goals)
- Provide transportation to participants as needed

Weekly:

- Take meeting minutes for staff meetings and email to staff
- Coordinate meal for Family Time
- Meal plan with participants and grocery shopping for restoration home
- Provide stipend to participants
- Record and stay within provided budgets (grocery, activity, clothing, etc.)
- Implement wellness activities and create participant wellness goals at least monthly (to be included in the RISE Plan)
- Print weekly program documents (Google calendars for participants, cleaning schedules, staff schedules, 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

Routinely:

- Assist Restoration Home Program Manager with monthly RISE Plan meetings
- Report any donation needs to development team monthly or as needed
- Monthly room checks
- Provide assistance to assigned volunteers
- File documentation (medical, background checks, legal documents, releases, etc.)

- Track monthly house maintenance on maintenance spreadsheet (garage, basement, other deep cleaning, etc.)
- Schedule van maintenance as needed
- 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. Set up new participants with Safe at Home address program door codes, etc..
- 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 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.)
- Update participant MP3 players
- Set up participants access on the participant laptop and monitor usage (reviewing internet history, apps and emails) that participants are following internet safety guidelines
- Create Participant Documentation spreadsheet monthly for staff to complete documentation
- Provide on call support as needed
- Assist in WOR home in staff absence and or emergency
- Crisis response and strength based approach
- 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