



## JOB DESCRIPTION – Part Time Life Coach

### Welcome Home Collaborative

1623 Dalton Avenue

P.O. Box 141153

Cincinnati, OH 45250

[www.welcomehomecollaborative.org](http://www.welcomehomecollaborative.org)

### **Mission Statement:**

Provide transitional housing for the homeless, working poor and struggling families, who are looking for a second chance in life, by remodeling vacant or distressed properties in the inner-city of Cincinnati.

### **Life Coach Overview:**

- The Life Coach is a paid, part-time position that is paired with a Program Participant of the Welcome Home Collaborative. The Life Coach and Program Participant will meet for one hour on a weekly basis.
- Rate of pay: \$15.00 hour/session.
- Key to the success of the Welcome Home Collaborative program is the role of the Life Coach. Each program participant will be paired with Life Coach. The Life Coach will seek to establish a relationship with the program participant. To accomplish this, a level of trust and understanding must first be established. Once a bond has been reached, the Life Coach will then seek to help the program participant create his/her own Life Plan. It is key to remember that the Life Coach is assisting the program participant create his/her own life plan and not project the Life Coach's wishes and desires upon the program participant.

A Life Plan will consist of both short-term and long-term SMART goals. There is an electronic document that the Life Coach will maintain that summarized the Life Plan. The Life Plan is submitted via the WHC online database/system.

In addition, there is Session Summary document that the Life Coach will complete and send to the Life Coach Manager on a weekly basis (after every meeting between the Life Coach and the Program Participant). The Session Report is submitted via the WHC online database/system.

The goal of the Welcome Home Collaborative program is to assist the Program Participant to transform their life. This will become a reality in many ways, depending upon the SMART goals that the Program Participant establishes. Most directly, it will take shape in the Program Participant finding an improved place of residence. In other words, the Program Participant should, at some point, move on to a better place of residence outside of the transitional housing we offer inside Welcome Home Collaborative. The difficult task of the Life Coach is not to do this transformation for the Program Participant, but to assist him/her so that the Program Participant does it on their own.

Each Life Coach will attend an initial meeting with the Life Coach Manager and/or WHC Executive Director and be given a training manual containing an overview of the Life Coach duties/rules. In addition, each Life Coach will be given the textbook, "Motivational Interviewing." This textbook is a Master's Level Social Work

textbook. The content of this book will assist the Life Coach in recognizing the various levels of change. Each person is manifest in various levels of ambivalence. It is the Life Coach's responsibility to recognize the Program Participant's existence in these areas of ambivalence and help him/her transition out of it, to achieve real and significant change in their lives. We are a Christian-based organization and point to the Holy Spirit as the agent of change.

Motivational Interviewing will assist the Life Coach in recognizing dialogue that point to ambivalence and possibilities of real and significant change in the life of the Program Participant. The textbook will also help guide the Life Coach to engage in open-ending dialogue and ask questions that will lead to the Program Participant thinking and engaging with the possibility of real change.

### **Life Coach Responsibilities:**

- **Meet with Program Participant** - The Life Coach will meet with a Program Participant once a week in order to work on a Life Plan. The Life Plan should consist of at least one (1) long-term SMART goal. Key to working with the Program Participant is to build a relationship and break down walls in communication.
- **Communication / Relationship Building** - Key to working with the Program Participant is to build a relationship and breaking down walls in communication. The Life Coach is to build a relationship built on trust, integrity, and on inviting the Holy Spirit to participate as an agent of change.
- **Budget / Financial Guidance** – Each Life Coach is asked to go over the Program Participant's budget at least initially, and on an ongoing basis when needed. For some individuals creating and live within a budget is vital to their success. In addition, assisting Program Participants to open up and/or maintain a checking account may be part of the process.
- **Boundary Management** – The Life Coach Manager is to maintain responsible boundaries with his/her Program Participant. The Life Coach is not a bank, taxi service, restaurant/grocery store, babysitter, and so on. In other words, the Life Coach should build a relationship with his/her Program Participant based on a solid and professional interactions. The Life Coach should not build the relationship based on giving money, food, transportation, and so on. Further, although it is an obvious statement, the Life Coach should never participate in activities that engage in the consumption of alcohol or drugs.
- **Reports** – Any non-profit, 501C3 organization, like Welcome Home Collaborative, must be able to track and keep good metrics pertaining to our performance. Towards that effort, the Life Coach is expected to complete and submit a weekly session report to the Life Coach Manager.

In addition, the Life Coach will also be responsible for assisting the Program Participant in creating / maintaining the Life Plan. We realize that this Life Plan is a fluid document that will change on a regular basis. WHC uses the Arizona Self-Sufficiency Matrix as a guide to select categories for the creation of the Life Plan.

Both the session reports and Life Plan are to be submitted electronically via the WHC database/online system.

- **Monthly online meetings** – The Life Coach will participant in monthly (3<sup>rd</sup> Monday of every month) Life Coach meetings. The meetings will be hosted on Zoom.
- **Board Meetings**– The Life Coach Manager will attend quarterly meetings and give the board an update of the Life Coach activities and progress. In addition, the Life Coach Manager will submit a brief written report to the Executive Director on a monthly basis.
- **Office Location:** – Welcome Home Collaborative has an office (located at 1615 Republic Street, Cincinnati, OH 45202 (located in Over-the-Rhine).
- **Hours per week** – The Life Coach is expected meet with a Program Participant one (1) hour per week. (If the Life Coach is assigned multiple Program Participants, then they will meet with each participant for one hour each week.)

**FULL DISCLOSURE:**

- We are a faith-based ministry (Christian / Lutheran denomination), and as such, candidates should be aware that we are a Christian organization.
- We promote prayer at the beginning of each Life Coach / Program Participant weekly session meeting.

**REPORTING STRUCTURE:**

- The Life Coach reports directly to the Life Coach Manager, and indirectly to the Executive Director of Welcome Home Collaborative.