



Open Door Mission

Life Path Coach

JOB TITLE: Life Path Coach 2023

DEPARTMENT: Program

REPORTS TO: Support Services Manager

STATUS: FT/PT non-exempt

SUMMARY OF POSITION: Work with ODM program participants to navigate Open Door Mission's Life Path Program developing a individualized life transformation plan. Share Christ through relationship. Be a safe and comforting presence in common areas, and an available resource for those in crisis.

DUTIES AND RESPONSIBILITIES:

- Maintain a caseload of program participants, assisting each in developing their own Life Path plan toward a healthy addiction-free life, living wage employment, and stable housing. Use the Procedures and Checklists Manual, Independent Living Plan, and Personal Recovery Plan to guide this process.
- Identify individual needs and goals, connecting program participants with Support Staff, to acquire needed services and resources.
- Exercise a ministry of presence on the ODM campus, engaging program participants in relationship and promoting spiritual wellbeing.
- Meet with each program participant on caseload at least once every week to encourage and coach along the Life Path: reviewing goals, exploring options, and assessing progress.
- Complete second level intake with new program participants: Communicate program guidelines, rules and expectations, gather personal details and input to Spero.
- Lead the Guest Care Committee process, scheduling weekly meetings, building the agenda, and forming priority discussion topics to address program participant progress and goals.
- Write and deliver letters to the program participants that explain program goals, discipline, and accomplishments.
- Lead Support Groups, Bible Studies and teach program classes as assigned.
- Provide crisis intervention, de-escalation and debriefing in situations of conflict, stress and trauma
- Collaborate with other staff to provide a seamless approach to ODM's Life Path. Ex. Support Staff, etc.
- Collaborate with Development to communicate program participant successes and schedule interviews.
- Maintain current and complete case notes and records for each assigned program participant. Input in Spero in a prompt, concise, factual, and consistent manner.
- Collaborate and cooperate with DSS and the court system, assisting our program participants, as necessary.
- Participate in or lead multi-agency team meetings as needed regarding program participant progress and challenges. Consult with partner agencies as needed.
- Other duties as assigned

SKILLS/QUALIFICATIONS:

- Has a genuine personal relationship with Jesus Christ that bears evidence of an active, maturing faith and is a good Christian role model.
- Desires to share God's love and truth with all those with whom we come in contact, and minister to at ODM, ie: guests, staff, volunteers, Board Members, partners, etc.
- Possesses strong leadership qualities as well as organizational and communication skills (interpersonal, written and verbal), and experience and pays attention to details.

- Exhibits ability to mentor, disciple and advise people lacking social skills who also have addictions, and emotional and mental illness.
- Demonstrates strong time-management skills.
- Able to assist program participants in setting SMART goals.
- Skilled in motivational interviewing
- Able to build collaborative working relationships
- Agrees with and supports ODM's purpose, philosophy of ministry, statement of faith, policies and procedures.
- Demonstrates a strong work ethic and willingness to lead and participate in necessary activities.
- Is flexible and has good conflict resolution skills and can be a constructive member of ODM staff team.
- Is willing to forego personal rights for the common good of ODM and help in other areas as needed. Has a servant attitude, ie. Phil. 2:5-8
- Is comfortable with facilitating small group discussions.
- Is spiritually and emotionally mature exhibiting sound judgement, good decision-making abilities, and able to stay calm and think clearly in emergency situations.
- Possesses sound computer and office skills to complete administrative tasks.
- Able and willing to de-escalate people or situations, both verbally and physically
- Bi-lingual a plus
- Current certification (or willingness to obtain) in CPR, First Aid, Bloodborne Pathogens Management and AED use.

WORKING CONDITIONS/PHYSICAL FACTORS: (INCLUDE PHYSICAL REQUIREMENTS SUCH AS BENDING, LIFTING, CLIMBING STAIRS, MANUAL DEXTERITY/COORDINATION, FINGERING, STANDING FOR EXTENDED PERIODS OF TIME, ETC. NOTE IF WORK IS OUTDOORS)

- Work will involve interactions with a diverse client/guest population and involves working with people who struggle with homelessness, mental illness, addiction, may be under the influence of alcohol, and/or have poor personal hygiene. - Frequently
- Work is primarily indoors and will require climbing stairs *occasionally*, daily.
- Requires the ability to think, create, develop, speak and hear - *continuously*
- Lift and move up to 50lbs, *occasionally*

EDUCATION/EXPERIENCE:

- 1-3 years of previous experience working within homeless/mental health/addiction field
- Bachelor's Degree in Social Work, Human Services, or a related field *preferred*.

Requirement:

The Open Door is a privately funded 501(c)3 Christian ministry outreach of Servants of the Word, Inc. It is the policy of The Open Door to grant equal opportunities for employment to all qualified persons without regard to age, race, color, national origin, military, gender, genetic characteristic, marital status, unemployment, domestic violence, or any other applicable grounds prohibited by law. Our designated purpose is religious. We consider every position essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Open Door;
- Subscribe to The Open Door Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to The Open Door Employee Handbook.

My signature below acknowledges that I have read and understand the job description as described herein and that I can fulfill that which is described. I understand that this job description is not all-inclusive and that employment is always at-will.

Signature

Printed Name

Date