



Life Coach Vacancy Announcement

Position Overview:

The *YO! Compass Rose Life Coach* is a position where structured methods and interventions are used to assist program participants with the successful completion of program activities including orientation, job readiness training, life skills sessions, GED and remediation classes and other goals identified within the Individual Opportunity Plan (IOP). The *YO! Compass Rose Life Coach* will provide guidance, information, and other areas of need including substance abuse, trauma, social skills, academic underachievement, and family issues.

Requirements

The qualified candidate:

- Will work part-time hours (15-20 per week)
- Will be available both day and evening hours
- Willing to use his/her personal phone to communicate with participants

Typical Work Duties

- Establish rapport with participants to show themselves as a welcoming, trustworthy individual who has their best interests and success foremost in mind.
- Interview participants and their families, meeting with them regularly to determine what the areas where the participant needs coaching or guidance.
- Utilize strategies, such as Motivational Interviewing, to guide participants through changing maladaptive behaviors.
- Develop plans and methods aimed at addressing specific issues in a participant's life including anger management, conflict resolution, financial literacy, communication skills, navigating through systems, etc.
- Scheduling and coordinating activities, both on-site and off-site, to strengthen professional relationships with participants for the purpose of effecting change. This include worksite visits, meeting with supervisors (when needed).
- Compiling reports and completing client paperwork which detail engagement activities including phone calls, emails, in-person sessions, etc.
- Create a weekly or bi-weekly group activity to engage participants in self-motivation or self-awareness.
- Perform engagement/reengagement activities with participants that promote retention including daily phone calls, home visits, social media contacts, and other creative activities and methods.
- Participate in supervision with the program supervisor as well as other required program meetings, trainings, conference calls, etc.
- Provide crisis management when needed.

Essential Skills and Attributes

- Have good written and verbal communication skills.
- Being able to motivate others.
- Having understanding of human psychology.
- Being a good listener.
- Possess interpersonal and organizational skills.
- Performs other duties as required.