



LIFEHOUSE

LifeLine Coach Job Description

To apply, please send resume and cover letter to Zainab.Ntaamah@lifehousehouston.org.

Job Summary: To support LifeHouse residents and alumna through case management services and community events. The responsibilities for this position are as follows:

Job Responsibilities:

- Meet with residents of LifeHouse maternity programs for weekly sessions (or more as needed) to develop their exit plan following the birth of their child.
- Meet with residents of LifeHouse AfterCare program twice a month to assist them in fulfilling their current plans as well as developing their future exit plan.
- Meet with former residents of LifeHouse maternity programs (Alumna) once per month in their personal homes, at LifeHouse campus/office, or in the community.
- Coordinate monthly social and educational gatherings for alumna and AfterCare residents (Monthly Mingles).
- Maintain knowledge of current resources available that are applicable to the needs of LifeHouse residents and alumna. Must remain informed regarding societal changes and policy changes impacting relevant resources.
- Document all client interaction and current status of action plan for each client.
- Maintain documentation tracking demographic information as well as other information as needed.
- Contribute to client assessments of alumna.
- Meet with clients individually.
- Document clients' weekly progress.
- Review client progress with supervisor and collaborate regarding client plan development.
- Develop program transition plans with client and offer supportive services and resources.
- Facilitate and teach weekly psychoeducational groups virtually.
- Manage the LifeLine social media sites.
- Coordinate with Manager of Volunteer Services regarding donations with alumna.
- Other duties as assigned.

Qualifications: Passion for the mission of LifeHouse, which is a Christ-centered ministry ensuring life for unborn children by providing opportunities for housing, help, and hope for young women during their pregnancies and beyond. Strong Christian faith, beliefs, and lifestyle indicative of such beliefs.

Education: Master's degree in social work, or Bachelor's degree in social work with 3 years of case management experience in a non-profit agency.

Skills & Experience:

- Ability to assess a client as a whole person.
- Knowledge of and experience in practicing trauma informed care.
- Committed to lifelong learning and willing to implement practices with gained knowledge.

- Ability to maintain professional boundaries with clients and staff members while still creating a warm and inviting atmosphere.
- A natural gifting of attention to details and organization. The ability to be flexible and learn quick is required.
- Possess a natural ability to establish rapport with clients.
- Ability to cope and excel in the presence of frequent and rapid change.
- Proficient in Word, Excel, & Outlook
- Ability to work with diverse individuals and people groups.
- Excellent verbal and written communication skills.
- Proficient organization and presentation skills.
- Ability to work independently and as a team member.
- Excellent time management and ability to prioritize.
- Ability to work on multiple projects at once.
- Valid Driver's License with acceptable driving record and current Liability Insurance.
- Personal vehicle to use for transportation between facilities and occasionally to locations outside of LifeHouse.

Equipment Used: Telephone, copier, computer, other office equipment, vehicles, dolly.

Work Environment:

- Most work will take place on a LifeHouse property or in the homes of alumna.
- Typical work schedule is Monday - Friday, 9am - 5pm; plus one Saturday a month.
- Work schedule may be subject to change to meet the needs of the LifeHouse ministry or clients, including some weekends and evenings.
- Dress is business casual.

Physical Requirements:

- Ability to walk, stand, climb stairs, sit, bend, stoop, and drive a motor vehicle. Some carrying or lifting (up to 20 pounds) is required.
- Position requires ability to see, read, write, hear, and speak clearly in order to communicate with staff, volunteers, donors, clients, and visitors.

Mental Requirements:

- Ability to cope with emotionally intense cases and practice self-care after experiencing vicarious trauma.
- Ability to organize, analyze and process information related to the programs of LifeHouse and its mission.
- Must possess excellent judgment, flexibility, and ability to set priorities and problem solve in a multi-task environment.
- Must possess excellent verbal and written communication skills.

The above job description is intended to describe the general nature and level of work being performed by an employee in this position. They are not intended to be an exhaustive list of all duties, responsibilities and qualifications of an employee assigned to this job.

Benefits and Compensation:

- Competitive compensation package, commensurate with experience and education.
- Full Insurance coverage.
- Paid Time Off commensurate with time worked at the organization.