ROLE DESCRIPTION

Role: Life Coach (Group Facilitator) for Men's Program or Women's Program Residents

DEPARTMENT: Recovery Residential Support Services

REPORTS TO: Men's or Women's Director, Recovery Residential Support Services

CLASSIFICATION/ STATUS: Full-Time Exempt

DIRECT REPORTS: None

WORK LOCATION: Cincinnati, Ohio (Men's Site: Queensgate and Women's Site: Mt. Auburn)

ORGANIZATIONAL OVERVIEW: City Gospel Mission has served under-resourced individuals and families in the Greater Cincinnati region for more than a century. We provide transformational programs focused on food & shelter, recovery support, employment assistance, and youth programs and services that enable long-term life change for participants. We partner with donors, volunteers, churches and the community at large to provide restoration and lasting hope.

POSITION SUMMARY:

Using our evidence-based programing, Life Coaches provide mentoring and group facilitation skills (example, SUD groups) to help residential participants move along the path of recovery.

They work one-on-one with participants helping participants build the life structures (new habits) to maintain "sobriety." A big part of the work is helping participants navigate problems and difficulties that have contributed to their challenges with addictive or harmful behaviors. Life Coaches coordinate with other service agencies to help participants secure health care, job training, housing, etc. They also provide faith-based support that enables participants to overcome SUD or other challenges.

Life Coaches work closely with all Recovery employees and volunteers to ensure that the men and women in our program are working toward positive physical, social, mental and spiritual transformation. Life Coaches are key to helping Recovery Residential Support Services earn more WINS. *(WINS is the methodology that City Gospel Mission uses to measure our impact on the head, heart, body and soul of a participant.)*

MAJOR POSITION RESPONSIBILITIES:

1. Conduct the work of leading in a way that is consistent with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for ourselves and participants in our programs.

2. Meet regularly with clients to provide life coaching/SUD mentoring or peer support, relapse prevention, life-skills training, employment support, and spiritual discipleship.

3. Utilize evidence-based recovery practices while integrating biblical teaching and discipling care.

4. Help participants accomplish daily, weekly and monthly goals as listed on their Individualized Action Plans. This could include transporting program participants and helping to arrange for transportation.

5. Lead or facilitate 12-step gatherings, and peer support groups to build a cohesive community.

6. Participate in clinical care meetings, with external or internal treatment partners and complete and maintain all internal and external paperwork and reporting as it relates to participants.

7. Be willing to cover shifts in urgent situations.

Operations & Compliance

8. Participate in enabling day-to-day operations to flow effectively: resident safety, transportation and recordkeeping.

9. Adhere to CGM policies and performance standards. Comply with local, state, and federal regulations, that are connected to life coaching/group facilitation.

10. Maintain resident confidentiality and help to ensure a safe, respectful environment.

Partnerships & Community Engagement

11. As possible help maintain referral relationships with treatment centers, courts, churches, employers, and social services. Recruit and retain program participants.

12. Supervise/support volunteers who are engaging program participants .

13. Advocate for residents' needs in the local community of support.

Spiritual Care & Discipleship

14. Help foster a Christ-centered culture through prayer, Bible studies, chapel services, and mentoring.

15. Be a disciple and a disciple-maker. Provide spiritual resources for participants.

16. Pray regularly for participants, employees, volunteers, at CGM and HHM. We value the power of prayer and encourage employees to pray. Spiritual growth is encouraged, but not forced on residents. We believe praying for our clients has a positive impact on participants, employees, partners and volunteers.

As with all CGM staff members, the person in this role will complete other work-related duties as assigned.

PERSONAL REQUIREMENTS:

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and Bible study.
4. Agree with and sign the statement of faith and mission essentials of City Gospel Mission.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.
6. Must pass a background, motor vehicle checks and drug screen.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. High school diploma or equivalent. A bachelor's degree and/or certification in addiction treatment, chemical dependency treatment, or peer support is preferred.
2. A minimum of two years of relevant experience or course work in mental health/substance use/chemical dependency.
3. Personal integrity is essential, as position requires handling of sensitive information and role modeling for program participants.
4. Ability to manage timelines, multi-task, organize, and shift quickly from one task to another.
5. Calm and personable under pressure, helpful, friendly and patient attitude.
6. Willingness to find solutions to problems as things arise.
7. Must pass background, motor vehicle/driving and drug screen checks.

PHYSICAL REQUIREMENTS:

1. The person in this position frequently communicates with participants, employees and volunteers. She/he must be able to exchange clear and accurate written and verbal information in these situations.
2. Role requires ascending/descending stairs, lifting or moving up to 25 pounds of office equipment or furnishings in an office and residential setting.
3. Can safely operate a CGM vehicle to transport materials or residents to designated sites on an as-needed basis.

BENEFITS:

Benefits: health insurance, retirement plan, paid time off.

Date Revised: 7-1-26 CHR & TD