

## **ARCH Coach**

### About Outreach, Inc.

Outreach is a faith-based nonprofit organization in Indianapolis, IN working alongside youth experiencing homelessness (ages 14-24) with the compassion of Jesus Christ. Our mission is to equip and empower homeless youth and young adults to achieve stability and life transformation.

### What We Believe

We operate fundamentally through God's grace. Our staff, volunteers and board members trust God for direction and provision.

### Position Summary

Outreach has an opportunity for a passionate coach to join our ARCH team. The ARCH program is focused on **A**dvocacy, **R**elationship, **C**oaching in **H**igh Schools. This position is a key member of a small group of talented staff serving several school districts in Marion County. The primary responsibility of this position is to coach students experiencing housing instability with unconditional love, empowering them to achieve outcomes related to high school retention, graduation, and clear post-secondary goals.

### Position Duties & Responsibilities

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel.*

#### *Advocacy*

- Support student's self-determination and monitor progress of academic goals.
- Transport and accompany youth to appointments as appropriate with an emphasis on developing the youth's skills to navigate resources on their own.
- Advocate for students in community agencies, schools, employers, and court systems.
- In collaboration with team members, plan, communicate, and provide wraparound services to assist students with securing a network of support outside of Outreach.
- Collaboratively plan and attend all activities and events designed for ARCH students.

#### *Relationship*

- Conduct intakes of referred students who are coded under McKinney-Vento.
- Pursue authentic relationships in all interactions with students to foster a sense of belonging, personal growth, and safety in an individual context.

#### *Coaching*

- Collaboratively coach youth through seven core competencies including: Self-advocacy, responsibility, self-control, goal setting, conflict resolution, communication, and critical thinking.
- Check-in weekly with students to provide support and ongoing coaching toward goals.
- Co-facilitate Life Skills Curriculum and other regular group programming in schools.

#### *Administration*

- Maintain accurate documentation of client and group interactions in database and provide regular reporting to supervisor.
- Monitor costs and adhere to program budget.
- Represent Outreach at relevant local McKinney-Vento meetings.

### Outreach Staff Responsibilities

- Attend staff, team, and department meetings, including team trainings.
- Participate in team and individual evaluations.
- Attend weekly 1-1 supervision meetings.
- Participate in annual youth celebrations and fundraising events.
- Attend local conferences and workshops that relate to homelessness.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed are representative of the basic knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This person must be able to pass federal and state criminal background checks.

\*A successful candidate will invest in the partnerships it takes to provide wraparound services for a student who is coded under McKinney-Vento. This specifically includes relationships with school administrators, receptionists, guidance counselors, social workers, and all support staff. As the face of Outreach, it is imperative that this coach lives out the following organizational values: Unconditional Love, Authentic Relationships, Growth Mindset, Empowerment, and Health & Wellness.

### Work Environment

This role primarily works onsite at contracted schools in the Indianapolis area and requires up to an hour of driving each day.

While performing the duties of this job, the employee has the potential to encounter unpredictable clients. Individuals must possess a working knowledge of de-escalation techniques and conflict resolution skills. Having a basic understanding of Trauma Informed Care is essential.

### Position Type/Expected Hours of Work

This is a full-time salaried position and requires the ability to be flexible in your day-to-day work schedule including evenings and occasional weekends.

### Preferred Education and Experience

- College Degree preferred but not required.
- At least 1 year of employment or 3 years volunteer experience working for a community organization or a combination of volunteer, work, and educational experiences.
- Experience working with under-resourced youth or young adults is required.

### Supervisory Responsibility

This position has no supervisory responsibilities.

### Position Leader

Coaching Manager

### Classification

Exempt, Salaried

### Salary & Benefits

\$40,000 - \$42,000 annually. Competitive health/vision/dental package and paid life insurance, 3-weeks paid vacation, 12 paid holidays, paid sick days, and paid quarterly Spiritual Formation Days.

*This position description does not constitute a contract of employment and Outreach may exercise our employment-at-will rights at any time.*