



**Evergreen**  
Youth & Family Services  
*Strengthening Youth. Preserving Families.*

**JOB TITLE:** Life Coach

**SUPERVISOR:** Evergreen Youth Services Program Director

**STATUS:** Non-Exempt

**SUMMARY:** The Life Coach is responsible for providing youth support services (including prevention, intervention and aftercare). This includes safety and needs assessments, de-escalation, parent skill building, advocacy, referrals, and coordination with other community service providers, case consultation to agency staff, staff training, networking, case documentation, statistics and report writing. This is an opportunity to work as part of a dynamic multi-disciplinary team, providing services to a broad spectrum of clients. The Life Coach will be familiar with other services and resources in the community and work closely with them to provide information and support when required.

**DUTIES:**

1. Conduct support sessions to clients and program participants living in Bemidji and surrounding communities.
2. Conduct initial client assessments and refer to other area service providers if not appropriate for direct services.
3. Provide individual and/or small group life skills education services to all of Evergreen's clients.
4. Provide individual client consultation to agency staff.
5. Gather information about community mental health needs and resources that could be used in conjunction with services.
6. Act as a client advocate to coordinate required services or to resolve emergency problems in crisis situations.
7. Conduct initial assessments and refer clients, or family members to community resources or to specialists as necessary.
8. Guide clients in the development of skills and strategies for dealing with their problems.
9. Encourage clients to express their feelings and discuss what is happening in their lives and help them to develop insight into themselves and their relationships.
10. Maintain up-to-date client and program records as required by funders and agency.
11. Prepare quarterly written reports on demographics, presenting issues, and outcomes, and summarizing project results, as required by funders and the agency.
12. Prepare and submit written quarterly and annual reports as required by funders and agency.
13. Maintain accurate records of expenditures, with receipts, for all employment-related activity.
14. Conduct activities related to compliance with federal and state laws related to mandated reporting, HIPAA, and the Data Privacy Act.
15. Learn about new developments in their field by reading professional literature, attending courses and seminars, and establishing and maintaining contact with other social service agencies.
16. Other duties as assigned by supervisor or the agency Executive Director.

## **QUALIFICATIONS:**

1. Must have some college courses in a Human Services field and a minimum of 2 years experience working with youth.
2. Prefer candidate with Life Coaching certificate.
3. Must be able to work flexible work schedule that may include evenings and weekends on occasion.
4. Must have good interpersonal and telephone skills and work well with the public.
5. Must be a positive role model to staff, youth, families and the community.
6. Must maintain client, co-worker, and agency confidentiality and abide by HIPAA and the Data Privacy Act.
7. Must maintain the strictest confidentiality standards regarding employee and client information.
8. Must work cooperatively with county and tribal programs, school districts and other community service providers.
9. Must be free from alcohol and chemical dependency and must maintain this freedom for the full duration of your employment with the agency. If formerly chemically dependent, must have two years of freedom from alcohol and drug dependency preceding employment with the agency.
10. Must have reliable means of transportation and a valid driver's license. If you use your own vehicle for your work-related transportation, must have current vehicle insurance.
11. Must be insurable on Evergreen Youth & Family Services' auto policy.
12. Must successfully pass a drug and/or alcohol test.
13. Must successfully pass a Minnesota DHS Applicant Background Study, Bureau of Criminal Apprehension Criminal Background Check via the BCA website, and a sexual contact background check.

### **Physical Demands Related to Duties:**

While performing duties, the employee is required to talk and hear. The employee is often required to sit and use his or her hands and fingers, to handle or feel. Vision abilities required by this job include close vision. This employee must be able to lift up to 40 pounds.

**COMPENSATION:** \$17.01 - \$22.00 per hour

**TO APPLY:** Please visit [www.evergreenyfs.org](http://www.evergreenyfs.org) to download our employment application. To be considered for the position applicants must submit cover letter, resume, and application to: Evergreen YFS, ATTN: Human Resources Director, PO Box 662, Bemidji, MN 56619 or email [hr@evergreenyfs.org](mailto:hr@evergreenyfs.org).

**DEADLINE:** This position will be open until filled.

EVERGREEN YOUTH AND FAMILY SERVICES, INC. IS  
AN EQUAL OPPORTUNITY EMPLOYER / ADA