



Job Title: Stability Coach

Date Prepared: July 20, 2021

Reports To: Director of Resident and Counseling Services

Status: Full-Time, Salaried

Summary:

The Stability Coach works with residents and case managers to help residents build and maintain stable lives.

Qualifications:

1. Ministry:
 - a. Willingness to fully embrace the Hope Ministries Grace Model.
 - b. Personal commitment to living according to the standard of Christlikeness.
 - c. Personal commitment to living in an authentic Christian community outside of Hope.
2. Education:
 - a. Post-secondary degree is preferred.
3. Experience and Abilities:
 - a. Ability to build trusting relationships with Hope residents.
 - b. Understanding of poverty and homelessness.
 - c. Ability to work collaboratively as part of a care team including staff and volunteers.
 - d. Understanding of basic financial management and budgeting concepts.
 - e. Strong administrative skills, including spreadsheet and document creation, and attention to detail.
 - f. Knowledge of local social service resources (preferred, not required).
 - g. A valid driver's license and ability to qualify for Hope's insurance coverage.

Duties:

1. Perform Stability Intakes for new residents.
2. Enter information from Stability Intakes into Resident Stability Plans.
3. Create monthly budget for all residents:
 - a. Collect information from residents to verify income, payments on debts and other obligations, and savings.
 - b. Run credit reports.
 - c. Develop budget to hand off to Case Managers.
4. Develop and manage a network of contacts and resources to assist residents with needs including:
 - a. Physical health problems.
 - b. Legal issues.

- c. Document retrieval.
- d. Health insurance assistance.
- e. Adult education and tutoring.
- f. Networking and job search.
5. Assist residents with adult education and job readiness needs including:
 - a. Assessing educational levels and referring to appropriate services.
 - b. Assisting with education and financial aid applications.
 - c. Referring residents to job readiness services such as Goodwill, WorkOne and Vocational Rehab.
6. Assist residents with the disability application process.
7. Track core class attendance and coordinate graduations.
8. Transport residents to stability-related appointments as needed.
9. Ability to work four weekends per year and one holiday weekend every two years.
10. Support the Resident Services team through other duties as assigned.