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| **Pennsylvania Immigrant and Refugee Women’s Network (PAIRWN)**  **Job Description**  **JOB TITLE: Bilingual Life Coach / Advocate** |
| **REPORTS TO: Program Director** |
| **LOCATION: 2101 N. Front St. Harrisburg PA 17110** |
| **STANDARD HOURS: By appointment only** |
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**CLASSIFICATION: TEMPORARY, PER APPOINTMENT**

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| **PURPOSE**  The Pennsylvania Immigrant and Refugee Women’s Network honors and enhances the lives of refugee and immigrant women. The focus on our current program is on helping the survivors of sexual assault, stalking, and domestic/dating violence enhance their autonomy through personalized life coaching, referrals, and peer support. We are looking for diverse people to guide these women, in their languages, whenever possible, to enhance their strengths and improve their life skills so they can function effectively and thrive in their homes, workplaces, and communities. We are providing life coach training on hire and are looking for mentors who are eager to support these women in discovering their strengths and resilience while providing crucial information and research based tools to these clients. Having excellent people and communication skills and a willingness to learn are required of all applicants. |

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| **GENERAL DESCRIPTION**  PAIRWN’s life coaches provide direct services to English Language Learners, expertly tailoring services to the specific needs of each client for every session. The life coach ensures each individual’s health, safety, and well-being by assisting her in acquiring, maintaining and improving self-help, self-healing, leadership development, and/or living skills as decided by each client’s established aspirations. An initial 3 day training in Philadelphia is a prerequisite to employment that will subsequently be on as a needed/per apartment basis. Additional, 12 hours of ongoing yearly cultural competence training and an orientation is required for life coaches to learn about and develop client’s safety plan and goals, implement grant specific tracking and reporting, and initiate timely referrals and grant compliance. Other duties will be assigned from time to time.  **ESSENTIAL DUTIES**  Life coaches /advocates assist clients in moving closer toward achieving their goals while also helping them by functioning as a bridge between them and the community, thus assuring streamlined access to community resources that, when used timely, will move the client closer to reaching her goals. The life coach will guide the client in a culturally-sensitive and culturally-specific manner to set Specific, Measurable, Attainable, Relevant, and Timely (SMART) goals in order to reach their identified aspirations while also providing specific tools to better integrate the client into the community.  The following are some of the skills needed for each face to face coaching session that typically lasts 1 ½ to 2 hours:  Goals: Life coaches help people develop actionable goals (SMART goals). They monitor and redirect clients thus leading them to achieve their new goals.  Acceptance: Life coaches serve as a judgment free supporters of client’s goals, while providing regular validation for their clients. The client is in charge and sets the direction of the session, and the life coach supports their growth.  Motivation: Life coaches are always on the lookout for training in mindset techniques that will motivate clients to reach their self-selected goals. They adapt these tools to each client’s needs.  Skills and Accountability: Life coaches seek information from the client that will help them set strategies in place to help the clients work in increments toward reaching their goals with a well-developed and doable strategy. The clients are held accountable for the commitment and the progress is documented, discussed, and altered, as needed. The client is provided with skills that will help her reach her goals and gain confidence. Focusing on finding a job that suits the client’s interests and skills in order to become financially independent and overall autonomous is an example of a goal.  Recordkeeping: Life coaches will review their notes prior to each session and take notes during each session. The notes are confidential and will be kept by PAIRWN, and timely progress reports will be done for each client. The life coaches are bound by confidentiality.  **MINIMUM REQUIREMENTS**  All future life coaches must be bilingual and fluent in well sought after languages. Preference will be given to women who speak the most prominent languages of our clients – Spanish, Vietnamese, Chinese (Mandarin), Swahili, etc - and have worked with victims of sexual assault and domestic violence populations in the past. The women who are selected to become life coaches may be immigrant and refugees associated with PAIRWN who have demonstrated particular success in integrating into the community so they can guide the clients from experience.  Excellent people skills and ability to travel and compete the needed training in Philadelphia are required.  Willingness to learn on the job and integrate new tools to their life coaching toolkit are expected.  Exceptional organization and good writing skills.  Background clearances must be turned in with the application. |

**SPECIAL CONDITIONS**

The life coach/advocate position is on as needed/appointment basis. The mandatory life coach training will be paid at $8 per hour, and after completed life coaching hours, each two hour client session will be paid at $20 per hour. No guarantee or set hours are provided as we seek to match the client’s background to life coaches so that each client is culturally accommodated, whenever possible. The two hour session must include recordkeeping and tracking and review of notes. This assignment is not promised to continue and may be terminated at any time.

Some traveling is expected for the required trainings and/or meeting with clients, so personal cars and a valid driver’s license are needed.

[Application for Employment](http://pairwn.org/wp-content/uploads/2018/05/Application-For-Employment.docx)