

Mansfield Hall
Job Description
Student Life Coach

Exhibit A. – Student Life Coach Position Description and Benefits

The Student Life Coach (SLC) functions in a direct care student support capacity at Mansfield Hall consistent with the mission, values, philosophy and approach of the organization. The SLC uses relationships developed with students to provide guidance and fellowship in the Mansfield Hall community. SLC's assist students in day to day activities and provide direction and support in following a student's daily schedule and student Pathway to Independence Plan. The SLC should have a good ongoing sense of students well-being and affect, lagging skills and skill development, and challenges and successes. This position also collaborates and takes direction from Director level staff, Culinary Coach, and Mansfield Hall Administrative Leadership to assure the highest quality programming for the students.

Duties for SLC include, but are not limited to:

- Upon enrollment of a new student reviews all pertinent documents and meets with the DSL to prepare for the student's arrival.
- Build positive relationships and model positive social interactions, and provide appropriate and supportive mentorship, coaching, and feedback to students
- Monitor and track student daily schedules, including providing pre-processing, prompts, and redirects in order to support the student's daily and weekly tasks, classes, appointments, etc.
- Ensuring that students have access to their google calendar and know how to use it effectively.
- Awareness of the students' outside providers and upcoming appointments and follow through.
- Supporting students in making appointments and showing up for appointments.
- Change Agent: Partnering with assigned students in all aspects of the change process from pre-contemplation through action and relapse and back to action. Utilizing the Motivational Interviewing model to assist in this process.
- Goal Detective: Through relationship and conversation with student discerning areas of change contemplation and inviting students to consider moving into action in these areas as well as communicating with DSL and other staff about student's possible readiness for setting specific goals.
- Support students building independence, self-determination, and self advocacy
- Guide students through the college experience and encourage participation in the Mansfield Hall experience
- Working with student on ongoing budgeting/financial literacy as appropriate.
- Awareness and assistance with student's personal needs (hygiene, social interactions, campus involvement).
- Engaging in Collaborative Problem Solving with students when their actions and our expectations are not in alignment.
- Working with student and the rest of team on the students overarching Pathways to Independence plan and progress.
- Keep the facility clean and organized, while also working with students to build their capacity for independent living
- Help facilitate meals and support kitchen/cafe operations
- Provide a safe and comfortable living environment for students
- Protect student confidentiality and encourage/educate students to protect their own privacy
- Encourage healthy living, eating, hygiene, etc.
- Generally oversee the social milieu

- Plan and implement student-centered activities
- Greet and welcome visitors
- Follow all Opening and Closing procedures
- Attend all meetings as scheduled, including Staff, Community Meeting, and Calibration
- Encourage and guide students in engaging in activities/social groups outside of the Mansfield community
- Stay up to date on Mansfield Hall's philosophical theories and practices, as well as develop and implement best-practice strategies for working with students
- Log interactions, student observations and pertinent information in student files in Best Notes through the use of shift notes, group notes, qlogs, and notes directly to student files.
- Communicate effectively, openly, and transparently with Director level staff and fellow Student Life Coordinators.
- Other Duties as Assigned

Reports To:

- Director of Student Life

Compensation and Benefits:

- This is a full-time nonexempt from overtime position with an hourly wage paid in two week intervals. Compensation at date of offer is \$_____ to begin on _____.
- Subsidized health insurance policy (High Deductible Health Plan) with contribution to Health Savings Account at each pay period.
- Combined time off of 25 days per year (to include vacation, sick time, personal time and holidays), accrued bi-weekly, with a maximum accrual of unused time of 25 days.

All Mansfield Hall employees are expected to demonstrate in interactions with students and staff the following skills: curiosity, self-reflective practice, creating a fun work and living environment, problem solving, building a positive and inclusive culture, conflict resolution, negotiation, direct and respectful communication regarding interpersonal issues, ability to act with high regard for the privacy, integrity, and confidentiality of all students.

Acknowledged by Employee (Printed Name): _____.

(Signature and Date): _____.