

TITLE: VCS-Inc. Wellness Coach

JOB Status: Volunteer

REPORTS TO: Program Coordinators and Directors

SUMMARY OF POSITION:

Wellness Coaches assist clients in connecting the dots between who they are and who they want to be. A VCS-Inc. Wellness Coach forms a partnership with clients to optimize health and well-being by developing and sustaining helpful habits and mindsets. The VCS-Inc. Wellness Coach facilitates the client's own self-discovery and forward momentum by: enhancing self-motivation and self-regulation, leveraging strengths, and building other resources needed for lasting change. These resources include: mindfulness, awareness, positivity, hope, optimism, self-efficacy and resilience. By taking the steps necessary to achieve their goals, clients will experience higher levels of performance and well-being.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Accept and meet clients where they are today
- Discover, clarify, and align with what the client wants to achieve.
- Empower clients to take charge of their change efforts
- Guide clients building healthy habits and self-confidence
- Uncover a client's natural impulse to be well
- Support clients in tapping into their natural desire for growth
- Define mental and physical wellness together with the client
- Assist clients to draw their own wellness blueprint
- Encourage clients to set and achieve realistic goals (each small victory builds self-confidence)
- Develop strategies and teach tools for overcoming obstacles to personal change
- Reframe difficult circumstances as opportunities to learn and grow
- Encourage clients to build a support team
- Inspire and challenge clients to go beyond what they would do alone
- Encourage client self-discovery
- Elicit collaborative and client-generated solutions and strategies.
- Hold the client responsible and accountable

QUALIFICATIONS:

Wellness Coaches must be able to approach their work with clients from an open-minded and non-judgmental perspective. The VCS Wellness Coaching Skills training course is a 12-week, 25 hour class. Candidates must be able to sit for 2 hours, attend to course material, and actively participate in class discussions. Course materials are presented through lecture, reading material and visual aids (power points/videos). Candidates must be capable of reading at or above 10th grade level, in English or Spanish. Coaches will be expected to meet with clients for 50 minute sessions, attend weekly, 1-hour supervision sessions, and attend 2 in-service, ongoing training sessions for 1 hour each. Candidates will therefore need to be available for all mandatory supervision and in-service training (total of 6-7 hours per month), in addition to the time they volunteer to spend with clients. Excellent communication (verbal and listening) skills are required.

Privacy Disclaimer:

I understand that according to the professional and ethical standards of my position, I am prohibited from disclosing the contents of all client and staff-related information, except for the determined purposes directly connected with the administration of the agency. I agree to keep any and all client and staff information completely confidential.

I have read and understand the responsibilities of this job description.

Name _____

Signed _____

Date: _____