



Role Description – Life Skills Coach

The Coach role is a full-time position, reporting to the General Manager.

This role is expected to operate with a high degree of autonomy, professionalism, and influence.

Position title:	Life Skills Coach
Purpose of the role:	<p>Through Momenta’s coaching and mentoring programmes:</p> <ul style="list-style-type: none"> • Assist clients in their personal development • Help build and integrate clients’ competencies and capability • Work with clients to identify and achieve their identified life goals, value enhance their image, and obtain valued roles, so that they may have greater access to the good things of life.
Direct Report	General Manager
Hours of Work	<p>37.5 hours per week, Monday to Sunday, inclusive of tea breaks.</p> <p>As a guide, 7.5 hours per day, Monday to Friday.</p>
Place of Work	<p>The Coach role is a full-time position.</p> <p>It is expected that coaching will take place a variety of settings that are responsive to the requirements and developmental needs of the client, such as the Momenta office, community settings, a clients home, or through technology e.g., video calling.</p>
Vehicle	<p>A pool vehicle will be provided. Where a pool vehicle is not available or appropriate and a personal vehicle is utilised, a logbook will be required and Momenta will reimburse mileage at the current IRD rate.</p>
Key Accountabilities:	<ul style="list-style-type: none"> • Coach and mentor clients utilising the Momenta programmes. Work through challenges, barriers and identify strategies that can support an individual to achieve their goals as independently as possible, providing the individual the dignity of risk and utilising the Lightest touch principal. • Through listening, honesty, and empathy build strong relationships with clients. • Use positive communication strategies to motivate clients to work on and reach their goals. • Use a variety of strategies to assist clients in understanding and effectively dealing with their own social skills and development, whilst suspending your own judgments and opinions.



- Assist clients to implement difficult changes or adjustments in order to meet their goals.
- **Monitor, evaluate, and collect data on client's progress and targeted skills.**
- Provide encouragement, constructive feedback, and sustainable progress to all clients.
- Engage clients in on-going discussions about their individual goals.
- Ensure all coaching sessions are well prepared for in advance.
- Ensure all agreed next steps and responsibilities are recorded and clearly communicated for the benefit both clients and coach.
- Utilise appropriate coaching environments to ensure that clients have the opportunity to learn and integrate their growing personal knowledge, in spaces that best supports the clients development.
- Work in collaboration with the Life Skills Coach, client, their whanau, and circle of supports, in order to connect the client into community settings and valued roles as identified in their Forward Together plan.
- In collaboration with the Operations Manager understand and leverage assistive technology to support the clients developmental requirements.
- Keep up to date, clear and succinct records of critical client communication, client successes and professional practice reflection.
- Develop and maintain positive and collaborative relationships with people who are strongly influential in an individual client's lives such as whanau, friends, and other service providers to ensure we are working together to support the achievement of the **individual's** goals and aspirations.

General

- Promote the rights, dignity and inclusion of all individuals who have a lived experience of disability and neuro diversity.
- Undertake and attend growth, learning and professional development training as and when required.
- Actively participate in and support peer coaching.



	<ul style="list-style-type: none"> • Other duties as required from time to time that are within the employees' scope of experience and/or ability.
Key Relationships	<p>Internal – Momenta team, board, and volunteers.</p> <p>External - Clients; Family/Whanau, other service providers; schools; related organisations</p>
Qualifications/ Experience	<ul style="list-style-type: none"> • Bachelor's Degree in a human centred development approach and/or Coaching Diploma/Certification or; • Demonstrated extensive experience and understanding of working with people who have a disability, impairment, neurodiversity and/or experience disadvantage. • Demonstrated experience of working within coaching frameworks. • Knowledge of Social Role Valorisation and the Principles of Enabling Good Lives is desirable but not essential.
Technical Capabilities	<ul style="list-style-type: none"> • Understands the systemic devaluation, challenge, stigma, and discrimination that individuals who are disabled, neuro diverse or disadvantaged experience. • Talented communicator with excellent verbal, non-verbal and interpersonal skills with adults and youth. • Exceptional ability to listen effectively. • Strong emotional intelligence skills. • Strong analytical, intuitive, and problem-solving skills. • Proven ability building successful relationships. • Proven ability to organise time well and be prepared. • Demonstrates a capability to reflect, and analyse reactions, feelings, observations, and ideas about your work and yourself and apply the learning to your practice. • Demonstrates a positive, growth and development mindset and commitment to learning. • Ability to maintain appropriate boundaries in the workplace, with clients and to work professionally (ethically) especially about matters of confidentiality. • Demonstrates an understanding and respect of Te Ao Maori and our relationship with Ti Tiriti o Waitangi • Competent in use of ICT including the internet and web-based communication systems. • Professional personal presentation style that demonstrates a value enhancing experience when working with people who are disadvantaged.



Behavioural Capabilities	<p>Personal effectiveness Achieving results Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.</p> <p>Personal effectiveness Solving problems Demonstrated ability to identify situations or issues, consider options and develop solutions. Ability to communicate any problems, implement solutions and monitor appropriate actions.</p> <p>Team effectiveness Collaborating Demonstrated capability to work with others to reach common goals, sharing information, having honest communication, and supporting and building positive and constructive relationships.</p> <p>Organisational effectiveness Valuing Lives Demonstrated understanding of the benefits of the principles and frameworks, of SRV, EGL etc that create valued roles, purpose, capability building, connection and belonging for all people who experience disadvantage, to their community.</p>
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OUR CORE VALUES





Encourage and Empower

To inspire with courage, spirit, and hope.

- We listen intently and ask powerful questions.
- We are generous with our support, knowledge, and ideas.
- We value and celebrate our strengths and differences.



Be Genuine

To honour and respect ourselves and others.

- We boldly speak our truth.
- We're authentic and keep it real.
- We communicate clearly and with compassion.



Learn and Grow

To develop ourselves, our service, and our clients.

- We follow our curiosity and ask questions.
- We seek feedback to improve.
- We embrace the value of not knowing.



Act Courageously

To move forward boldly and with enthusiasm.

- We act with purpose.
- We are brave and give things a go.
- We dare to challenge old ways of thinking and acting.