Wichita Circles Network is seeking a part time coach (10-15 hours a week). Must be able to work flexible hours (including nights and weekends)
Pay: $15/hour

**Circles® Coach**: is responsible for working with Circle Leaders’ families on assessment and initial goal setting, educating Circle Allies and Circle Leaders about system resources and limitations, and helping Circles® achieve goals.

**Essential Job Functions**
- Assist with recruiting and oversee screening of possible Circle Leaders and Allies
- Conduct intake interviews and strengths-based assessments for all Circle Members
- Provide orientation for new Circle Leader families
- Maintain current knowledge of social services available throughout community
- Broker needed services through information to Circle
- Provide conflict resolution if necessary within the Circle
- Ability to write and speak passionately on ending poverty
- Attend the Weekly Meetings
- All other duties as assigned by the Lead Organization to ensure success of Circles
- Evening work will be required weekly.

**Additional Skills, Ability, and Other**
- Maintain positive work atmosphere by behaving and communicating in a manner that fosters good relations with Circle Leaders, Allies, Co-workers, committee team members and the community at large
- Train and support assistant Circle facilitators
- Develop a sense of community in which the staff person is a part rather than the leader
- Stay relaxed in situations of stress or conflict
- Have the ability to relate authentically and effectively with people from diverse socio-economic backgrounds
- Develop a supportive, empowering culture consistent with Circles values and goals
- Possess strong organizational skills in managing complex tasks with autonomy
- Identify personal and professional challenges and implement learning feedback into work
- Have excellent verbal and written communication skills
- Possess strong organizational skills in managing complex tasks with autonomy
In addition, the ideal coach will:

- Have outstanding written and oral professional communication skills
- Have experience working with individuals and families in poverty
- Have robust community connections to help build a strong Circle

**Characteristics of all Circles coaches:**

The quality and longevity of Circles staff may be the key element that determines the quality of our Circles® initiative. Circles® require staff to function in a manner that is very different from the typical approach of social service providers. Assessing whether a Circles candidate has the necessary personal skills and attributes for the role is crucial.

**Community Building**

The primary task of staff is to facilitate relationships across socioeconomic lines in such a way that individuals receive the flexible, relational support needed to lift themselves out of poverty. This relational support is also needed so community Circle members’ hearts and minds are opened to the strengths of families marginalized by poverty, as well as the internalized and systemic challenges they face. These relationships inspire and equip the community to eventually end poverty. Therefore, the primary quality of a strong staff is the willingness to build a diverse, inclusive community around him or herself. If he or she tends to isolate or is unwilling to tackle his or her own feelings about class and race diversity, community building will be difficult.

Coaches also need a clear understanding about the difference between the community building model and the service delivery model. While coaches need a strong knowledge of services in the community and positive relationships with service providers, their task is to build community first and foremost and access services as needed (whereas case managers in the service delivery model basically just bundle services.)

**Financial Awareness and Wellness**

One of the primary responsibilities to participating families is to help them secure and manage enough money to be okay. Coaches can only support people in what they themselves know how to do. Taking charge of one’s personal finances is a quality important to the effectiveness of coaches to help others to do the same.

**Life Experience and Common Sense**

A common mistake of human service agencies is to create “case manager” or “family development” positions and fill them with entry-level workers. People who are dealing with multiple barriers in meeting their basic needs require experienced support — seasoned coaches with sufficient life experience, ongoing training, personal development and support, and a large dose of common sense.
Coaches must also be taught effective skills for engaging both families and Circle Allies whose life experiences may be very different from their own. Respect for the intelligence and resilience of people marginalized by poverty is critical. Adept listening skills and a generous, humble regard for the tenacity of the families go a long way.

When life experiences between coaches and Circle Leaders’ families and/or Circle Allies are similar, coaches must be skilled in “rational” and useful self-disclosure. In community building, self-disclosure can be a powerful tool when used wisely. It should only be used to build a relationship and foster connection, never to draw attention towards coaches and away from the Circle Leader’s family or community member. Beware of the well-intentioned phrase, “I know just how you feel”. Even when our experiences may be very similar, the emotional experience is a very individual one.

**Community Resource and Services Brokering**

Coaches need to have relationships with people who provide community resources. Because Circle Allies and Circle Leaders will need help in getting services, coaches need to act as brokers when necessary. Keeping relationships friendly and genuinely appreciating and supporting the hard work of service providers in our communities will help expedite services and give your partners and Circle Leaders wind in their sails as they navigate the complexities of the system. Furthermore, as Circle Allies learn the systemic barriers, such as funding streams and policy regulations that do not truly support service providers to most effectively do their work; we are building a community constituency for supporting rational policy and regulatory change.

**Education and experience:**

- Bachelor’s or Master’s Degree preferred but not required
- Experience working with low-income families
- Two years’ experience working in the area of case management, community building, social work, community empowerment or other related field.

**To Apply:**

Submit resume and cover letter with “Wichita Circles Network Coach” in the subject line to: wichitacirclesnetwork@gmail.com

**Deadline to apply:** February 26