

## **JOB DESCRIPTION**

### **National Alliance on Mental Illness (NAMI) of Marion County**

Date: May 2020

Position Title: Assistant Director

Reports to: Director

#### **PURPOSE OF POSITION:**

To serve as a leader in support of The Ora Clubhouse vision and mission and achieving goals related to the growth and success established by Clubhouse International through the International Standards for Clubhouse Programs.

#### **The Ora Clubhouse Vision and Mission**

Our vision is a world where people with mental illness recover and are an integral part of society.

Our mission is to foster a peer-support, self-help population that rebuilds the confidence, purpose and community of adults recovering toward mental wellness

#### **DUTIES & RESPONSIBILITIES:**

The Clubhouse Assistant Director plays a key role regarding engaging Members in meaningful daily activities aimed at helping Members build confidence. The main purpose is to help members function on their own providing guidance and coaching to achieve self-reliance. Other responsibilities include but not limited to:

- Assist Clubhouse Director in all aspects of working with Members
- Provide Members assistance to foster engagement in meaningful activities
- Provide Members job coaching, resume assistance, and interview coaching
- Support and establish relationships with area employers for transitional employment activities
- Provide structural needs and maintenance of the facility when and where deemed necessary within the scope of knowledge and physical ability.
- Assist in maintaining membership database, demographics, and statistics
- Perform quality work within deadlines without direct supervision
- Provide data analytics to government funding organizations supporting our growth and success
- Monitor activities for the success of the Clubhouse and its Members
- Provide community tours of the Clubhouse in the Director's absence
- Additional duties as assigned

## **JOB REQUIREMENTS**

Education:

- AA degree preferred or higher

Experience:

- Prior Clubhouse experience desirable
- Clubhouse Colleague Training preferred

Knowledge & Skills:

- Computer literate and proficient in Microsoft Office
- Use of consensus professional decision making
- Effective writing skills
- Presentation skills
- Budget experience
- Team-building
- Possess a valid Florida Drivers' License and own transportation
- Social Services or equivalent experience desirable

Interested candidates can apply by submitting a cover letter and resume to Leda Pérez at [director@theoraclubhouse.org](mailto:director@theoraclubhouse.org)