



Job Title: Clubhouse Generalist – Part Time

**Reports to: Ora Clubhouse Executive
Director**

Purpose:

This position is responsible for working in partnership with the Clubhouse Executive Director, other Clubhouse Staff, and Clubhouse Members to achieve the goals of the Clubhouse community. As a member of the Clubhouse team, this position will assist the members in determining and achieving personal recovery goals.

Duties and Responsibilities: (other duties may be assigned):

This position requires adopting and promoting the International Standards for Clubhouse Programs model of recovery. The position will engage and assist the members to make changes that will empower them to successfully participate in the community with minimal negative impact from their mental health challenges. Prepared for unit assignment” in support of Clubhouse needs.

A. Participate and support for the overall organization of the Culinary Unit, which includes assisting members in menu planning, recipe development, food/supply ordering, meal preparation, program budgeting, cash and deposit handling, expense reporting, program development, developing and maintaining community partnerships, clean up and organization of work environment, filing, data collection, and other office related needs. Provide education and mentoring in the learning of job tasks, managing stress, and assessment of job skills to assist members in maximizing their potential.

B. Participate in and support the Employment and Operations Unit. Tasks may include: assisting members in developing an employment plan, drafting a cover letter and resume, mounting an effective job search and learning to interview effectively. After a member has obtained employment, provide timely and flexible supports, on the job site or in the Clubhouse, to help him or her maintain the job. Document activities, goals other contract deliverables achieved by the employment team and provide to managing entity and Board upon request.

C. Participate in other Generalist duties of the Clubhouse including, but not limited to, wellness initiatives, tours, orientation, community/social media outreach, and social programming. Participate in quality improvement activities, staff meetings, in-services and external trainings.

Work Ordered Day:

Assist to ensure that the work of the Clubhouse is generated by the Clubhouse in the operation and enhancement of the Clubhouse community. Encourage members to participate in the full work ordered day. Please note that in this position you do not complete the task for the member but work in partnership to complete the tasks of the units.

Assist with data collection and information technology management efforts:

As requested, obtain financial and Clubhouse related data. Organize the information using Microsoft Office, Excel, and multiple technological systems to ensure data can be retrieved in a timely manner. Assist in organizing physical and electronic Clubhouse records. All of these tasks should be completed with the assistance of member(s).

Assist with Transitional Employment Placement (TEP) opportunities for members:

Provide opportunities for TEP regardless of success or failure in previous placements. Provide assistance to members through vocational support. Assist the Director to ensure that the Clubhouse enables members to obtain or return to paid work through transitional, supported, and independent employment.

Computer/Typing Skills:

- Must be familiar with Microsoft/Apple environment.

Supervisory Responsibilities:

- None

Work Schedule:

Reports to work as scheduled and on time.

The work schedule requires flexibility to meet the needs of the Clubhouse Community. The normal work schedule is Monday-Friday, 8:00am-4:00pm. Additional work hours will be assigned when Clubhouse activities occur on evenings, weekends and holidays as required. Clubhouse International Standards require Clubhouses be open on all national holidays.



Qualifications:

- To perform this job successfully, an individual must have an understanding and commitment to the Clubhouse International Model of psychiatric rehabilitation and the underlying values and principles.
- Must have the ability to assess and/or support members and families in crisis.
- Experience in the not-for-profit and/or human service program coordination preferred.

Education and/or Experience:

- At least 1-2 years of experience with people living with mental illness (any combination of work, volunteer, or lived experience accepted).
- Associates or Bachelor's degree in a human service-related field from an accredited college or university preferred.

Language Skills:

- Ability to read, analyze, and interpret professional journals and government regulations.
- Ability to write reports, business correspondence, and psychosocial reports.
- Ability to effectively present information and respond to questions from groups or colleagues, staff, members, and the general public.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute ratio, rate and percentages and to draw and interpret bar graphs.
- Experience with Microsoft software and ability to utilize a computer to track member participation.

Reasoning Ability:

- Ability to define problems, think critically, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of instructions and deal with several abstract and concrete variables.
- Ability to receive constructive feedback on job performance and adjust requests as deemed necessary.

Certificates/Licenses/Registrations:

- Certifications as required by the current Funding Agency and DCF (see below for list)
- Valid Florida Driver's License/acceptable driving record

Physical Demands:

While performing the duties of this job, the employee is regularly required to communicate by facilitating meetings and engaging in active listening with members. The employee is frequently required to stand in a kitchen and walk around to complete tasks. The employee is occasionally asked to lift and/or move up to 30lbs.

Required Experience:

- Working/volunteering with people living with mental illness: 1 year
- Clubhouse International Model: 1 year
- Nonprofit/human service program coordination: 1 year

Required Education:

- Associates or Bachelor's in Mental Health related field
- Clubhouse International Training

Required Licenses or Certifications: (obtainable after hire)

- Clubhouse Certification preferred
- DCF HIPPA Certification of Completion
 - Security Awareness Training
 - Preventing Sexual Harassment Certificate
 - HIPPA Basics



- HHS Module 1, 2, 3, 4 Training
 - DCF SOC Who Are Deaf and Hard of Hearing (Module 1, 2, 3, 4)
 - Voter's Registration Training
 - Affidavit of Good Moral Character
- Complete Background Screening

Wages:

- \$18.53/hour, paid bi-weekly, with direct deposit available. Part time 30 hours a week non-exempt position.