



MRC Job Posting

JOB TITLE:	Clubhouse Generalist II
DEPARTMENT:	Pathways
REPORTS TO:	Clubhouse Unit Manager
JOB ORDER:	098
STATUS:	Full-time, Non-exempt
POSTING DATE:	August 18, 2016

JOB FUNCTIONS: Provide individual and group services in a psychosocial rehabilitation clubhouse program for adults with chronic mental illness. Facilitate member-staff shared responsibilities for work-ordered day and evening/weekend social/recreational program. Provide on-and off-the-job employment support services. Provide clinical or administrative leadership and manage a work unit.

Essential Duties:

- Support clubhouse members to discover and develop personal strengths, skills, and interests toward career path and independent life management.
- Facilitate member skill development in personal problem-solving, social interaction and communication, symptom management, confidence-building, and career path development within the framework of person-centered planning.
- Manage a work Unit. Plan daily unit tasks needed to run the clubhouse. Organize unit work procedures and materials needed for each day. Work beside and with members as model and support.
- Use person-centered planning to maintain focus on member interest, skill discovery, and personal growth by providing members with opportunities which could help develop career path and employment experience.
- Using person-centered planning, guide assigned members through the process of evaluating personal strengths, resources and needs and selecting personal growth and career path objectives. Assist assigned members to self-monitor and record progress.
- Provide training to members and staff in the operation of their assigned work unit.
- Develop the unit as a “home base” for each unit member. Help each develop a strong sense of belonging to his/her chosen unit. Facilitate group relationships of mutual aid, trust, and support through member participation in shared responsibility, tasks, problem-solving, and decision-making.
- Facilitate an ongoing system for outreach to absent members.
- Learn the job duties and manage member placements at assigned transitional or supported employment sites. Provide training, support, and help with problem-solving, as needed, for members assigned to job site. Fill in, or find a substitute when member is unable to work. Keep records as required.
- Carry a member caseload. Develop relationships and offer support to assigned members. Be available to assist, support, or mentor.
- Participate with assigned members in service team meetings. Assist assigned members to write measurable objectives consistent with their choices and team assessments.
- Maintain up-to-date knowledge about each assigned member's psychiatric history, patterns of decompensation, health issues, medications and side effects.
- Coordinate new member tours and follow-up calls.
- Share responsibility for evening/weekend/holiday social recreation program. Facilitate at least one evening social or recreational activity group per week.
- Regularly drive clubhouse van to provide transportation for members when public buses are not available. May need to drive own vehicle if a van is not available.

- Ensure the rights of individuals served are protected in accordance with the Michigan Mental Health Code and agency policy.
- Complete incident reports in accordance with agency policy.
- Facilitate Clubhouse Unit & Group Unit Meetings
- Arrange home or hospital visits for individuals on caseload that are not able to attend for medical or psychological reasons.
- Perform intakes with supervision from the Program Director.
- Oversee and monitor outreach for clubhouse membership.
- Oversee clerical unit tasks.
- Perform billing for clubhouse program in collaboration with administrative assistant.
- Train clerical staff and membership.

Knowledge, Skills and Abilities

- A minimum of a Bachelor's Degree in Psychology, Counseling, Social Work or a related field and one year experience providing leadership for groups in an activity setting OR a two year degree in a related field and three years' experience providing leadership in a group activity setting OR five years' experience providing leadership in a group activity setting or equivalent education and experience required.
- A minimum of 1 year experience working with persons with mental illness preferred.
- A minimum of 1 year experience working in a Clubhouse setting preferred.
- Knowledge of Person Centered Planning preferred.
- Demonstrated ability to provide leadership for groups in an activity setting. Demonstrated ability to engage others in a shared responsibility. Knowledge of mental illness, medications, and symptoms. Comfort with a member-empowerment strength-based program.
- Human relations and oral communication skills to interact effectively with employers, consumers, co-workers, and service team members. Creativity and problem-solving skills sufficient to negotiate agreements and solve problems. Energy and enthusiasm to create a positive environment. Initiative and independence to work in the community and in the program without daily supervision.
- Analytical skills sufficient to analyze work sites, write service plans, process extensive written information, and to perform computerized math, bookkeeping, and clerical duties.
- Demonstrated organizational skills to develop required documentation efficiently. Good judgment to respond to a variety of situations and ability to intervene effectively in emergencies.
- Calculator and other equipment as needed to complete community employment and unit requirements.
- Computer literacy required.
- Valid Michigan driver's license, good driving record required and the availability of licensed, reliable, insured vehicle for use on the job.
- Criminal records, driving and recipient rights screening required.
- Excellent computer skills including proficiency in Microsoft Word, Excel and Access required.
- A minimum of one year experience working as a Clubhouse Generalist I with an emphasis on the clerical unit OR a minimum of one year experience working as an Office Manager, Administrative Assistant or equivalent position OR an equivalent combination of clubhouse unit and administrative/office experience required.
- Prior intake experience preferred

Physical Requirements

- Physical ability sufficient to lift, transport, and operate equipment used at community sites or in unit.
- Physical ability to work standing for long periods of time and walk, bend, and stoop.
- Must be able to meet intervention certification requirements.

Working Conditions

- Must be able to work regular evening, occasional weekend hours and some holidays.
- Job may require work in hot, dusty conditions, extremes of weather, outdoor work, and industrial work.

HOURS: Full-time (40 hours/week)

PAY RANGE: \$12.00-\$17.40 per hour

TO APPLY: Apply online at www.mrcindustries.org

DEADLINE TO APPLY: Friday, September 9, 2016, 5:00 P.M.