



## **MRC Job Posting**

**POSTING DATE:** December 11, 2015

**JOB TITLE:** Clubhouse Generalist II – Educational Unit

**JOB ORDER:** 078

**HOURS:** Full-time, 40 hours/week

**REPORTS TO:** Clubhouse Unit Manager, Pathways

**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. *For Generalist II:* Provide clinical or administrative leadership and manage a work unit.

### **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.
- 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.
- Use 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.
- Assist in managing 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.
- 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.
- 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, medication and side effect.
- Maintain case records according to standards.
- Share responsibility for evening/weekend social recreation program. Facilitate at least one evening social or recreational activity group per week.
- Regularly drive own car or clubhouse van to provide transportation for members when public buses are 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.
- Support Clubhouse Unit and Group Meetings
- Home or hospital visits for individuals on caseload that are not able to attend for medical or psychological reasons.

**SPECIFIC ADDITIONAL GENERALIST II DUTIES:**

- Manage a work unit.
- Facilitate Clubhouse Unit & Group Meetings
- Coordinate New Member Tours
- Provide training to members and staff in the operation of their assigned work unit

*If assigned to the Education Unit*

- Assess students in obtaining educational goals and objectives
- Assist in setting up students with financial aid, community support and educational resources
- Develop and implements curriculum based on member needs
- Train educational unit staff and membership
- Recognize and track key milestones
- Maintain college student records.

**KNOWLEDGE, SKILLS & ABILITIES:**

- A Bachelor's Degree in a related field (Psychology, Social Work, Counseling or related) PLUS 1 year experience working with persons with mental illness OR A two year degree in a related field PLUS three years' experience working with persons with mental illness OR five years' experience working with persons with mental illness required.
- One year prior experience working in a Clubhouse setting preferred.
- Prior management or supervisory experience preferred.
- Knowledge of person-centered planning preferred.
- 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 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, insured vehicle for use on the job.
- Criminal record, driving and recipient rights screening required.

*Specific Requirements for the Educational Unit*

- A minimum one year experience working as a Clubhouse Generalist I with an emphasis on the educational unit OR a minimum 1 year experience in education OR an equivalent combination of clubhouse unit and educational experience required.

**WORKING CONDITIONS**

- Must be able to work regular evening and occasional weekend hours

- Job may require work in hot, dusty conditions, and outdoors in weather extremes.

**PHYSICAL REQUIREMENTS**

- Physical ability sufficient to lift, transport, and operate equipment used in unit.
- Physical ability to work standing for long periods of time and walk, bend, and stoop in a variety of community work sites.
- Must be able to use a computer keyboard and other office equipment as needed.
- Must be able to meet intervention certification requirements.

**PAY RANGE: Generalist II: \$12.00 - \$17.40/hour + full benefit package**

**TO APPLY:** Applicants may apply online at [www.mrcindustries.org](http://www.mrcindustries.org)

**DEADLINE:** Wednesday, December 23, 2015 at 5:00pm