MRC Job Posting

POSTING DATE: April 13, 2015

JOB TITLE: Clubhouse Generalist I

JOB ORDER: 058

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

REPORTS TO: Clubhouse Unit Manager, Pathways Program

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.

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, 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 & Agency Policy.
- Complete incident reports in accordance with agency policy.
- Support Clubhouse Unit & Group Meetings

- Home or hospital visits for individuals on caseload that are not able to attend for medical or psychological reasons.

KNOWLEDGE, SKILLS & ABILITIES:

- A minimum of 1 year of experience providing leadership for groups in an activity setting required.
- A minimum of 1 year experience working with persons with mental illness preferred.
- Demonstrated ability to engage others in a shared responsibility. Knowledge of mental illness, medications, and symptoms. Comfort with a member-empowerment strength-based program.
- A Bachelor's Degree in Psychology, Social Work, Counseling or related field 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 records, driving and recipient rights screening 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: $10.00 - 13.54/hour + full benefit package

TO APPLY: Application can be completed at MRC's website at www.mrcindustries.org

Reference Job Order #058

DEADLINE: Friday, April 24, 2015