

## **JEWISH RESIDENTIAL SERVICES**

### **JOB DESCRIPTION**

**POSITION:** Area Coordinator (Member Services)

**REPORTS TO:** Clubhouse Director

**HOURS:** Full-time, non-exempt; some weekend and holiday hours required

**LOCATION:** Sally and Howard Levin Clubhouse  
2609 Murray Avenue Suite 101  
Pittsburgh, PA 15217

#### **SUMMARY:**

The Sally and Howard Levin Clubhouse is a nationally accredited psychiatric rehabilitation facility in Pittsburgh, PA. Its dynamic program, which adheres to Clubhouse International standards, offers individuals hope, and the chance to move beyond their illness and achieve their full potential. All staff help to provide the core relationship that engages participants in a Work Area to further their psychiatric, vocational, and social rehabilitation. The Member Services Area Coordinator is responsible for overseeing and engaging participants in member reach out, maintenance of attendance statistics, event planning, orientation of new members, and tours for prospective members.

#### **RESPONSIBILITIES**

- Responsible for educating, engaging and supporting clubhouse participants in all aspects of the assigned work area.
- Develops and manages Transitional Employment Positions as assigned, including job training, coaching, employer relations, and job coverage.
- In the absence of a clubhouse participant, performs job coverage for Transitional Employment positions which may include light maintenance responsibilities.
- Plans and implements social activities as assigned.
- Maintains documentation according to agency policy and state requirements. Establishes and updates goals, keeps up with daily notes, and records member progress, in collaboration with participants.
- Maintains communication with external providers to ensure continuity of care.
- Ensures that member rights are upheld and that participants are treated with dignity and respect.
- Responsible for the safety and security of participants in the Area, as well as volunteers or students assigned.
- Performs crisis intervention and supportive counseling to participants as needed.

#### **ESSENTIAL COMPETENCIES**

- Ability to work independently, problem-solve and implement solutions.
- Use of discretion, tact and good judgment in handling sensitive and confidential information.
- Strong communication and interpersonal skills and the ability to work with a variety of

individuals.

- Ability to lift up to 25 lbs. and be mobile for majority of the day.

#### **ESSENTIAL QUALIFICATIONS**

- Bachelor's degree in social work or related field and two (2) years of experience working with individuals with a history of serious mental illness; OR,
- Any equivalent combination of experience and training;
  
- Knowledge of Jewish culture a plus
- Computer literate, competent in Microsoft Office software. Familiarity with databases a plus
- Knowledge of clubhouse philosophy preferred.

A satisfactory current Pennsylvania Criminal History report is required for employment, as well as a valid PA driver's license, satisfactory driving record and proof of car insurance.

Compensation commensurate with experience and qualifications. Competitive benefit package includes health and dental insurance, paid time off and retirement plan with employer match.

Qualified candidates should submit resume and cover letter to Nancy E. Gale, Executive Director at: [ngale@jrspgh.org](mailto:ngale@jrspgh.org).