

## **Sally and Howard Levin Clubhouse – Seeking Member Services Area Coordinator**

**Are you driven to find meaning and purpose in your work? Are you passionate about helping individuals with mental health diagnoses to live as valued members of the community? At the Sally and Howard Levin Clubhouse in Squirrel Hill, that's our mission. Our organization offers a culturally rich, Jewish environment that is welcoming to people of all backgrounds, and the opportunity to make a positive difference in people's lives.**

The Clubhouse is a dynamic program that offers warm, welcoming community where adults whose lives have been disrupted by mental illness come together to discover and develop their strengths and abilities, build self-confidence, and gain valuable social and vocational skills that prepare them for more productive, rewarding, meaningful lives. The model is unique in that it is not clinical or illness-centered, and instead focuses on the strengths of each individual and the power of the Clubhouse community.

This is a direct service position in a psychiatric rehabilitation program that adheres to Clubhouse International standards. 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 members in member reach out, maintenance of attendance statistics, event planning, orientation of new members, and tours for prospective members. Most importantly, the Coordinator helps new members fully engage in the Clubhouse community.

### **RESPONSIBILITIES**

- Educates, engages and supports Clubhouse members 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 member, performs job coverage for Transitional Employment positions, which may include light maintenance responsibilities.
- Plans and implements social activities in collaboration with members.
- Maintains documentation according to agency policy and state requirements. Establishes and updates goals, keeps up with daily notes, and records member progress.
- Maintains communication with external providers to ensure continuity of care.
- Ensures that member rights are upheld and that members are treated with dignity and respect.

- Performs crisis intervention and supportive counseling to members as needed.

### **SPECIFIC POSITION REQUIREMENTS**

- Ability to work independently, problem solve and implement solutions
- Transport Clubhouse members in agency vehicles into the community for shopping, deliveries and other activities
- Flexibility to work extended hours, weekend hours, and holidays.
- 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 the majority of the day

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in social work or related field and two (2) years of related experience.
- Knowledge of Clubhouse philosophy preferred.
- Proficiency with Microsoft Office programs.

OR

Any equivalent combination of experience and training.

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.

JRS is an Equal Opportunity Employer

Interested applicants should send resume and cover letter to Nancy Gale, Executive Director at [ngale@jrspgh.org](mailto:ngale@jrspgh.org).