

JEWISH RESIDENTIAL SERVICES

SALLY AND HOWARD LEVIN CLUBHOUSE



SUMMARY:

Jewish Residential Services is seeking a Director for its **Sally and Howard Levin Clubhouse**, a nationally accredited psychiatric rehabilitation facility in Pittsburgh, PA. The Clubhouse is a dynamic program that offers individuals hope and support as they move to achieve their full potential. The model is unique in that it is not clinical or illness-centered, instead focusing on the strengths of each individual and the power of the clubhouse community.

Successful candidates will understand and believe in recovery as a holistic, lifelong experience for people living with mental health diagnoses. The director carries out the mission of Levin Clubhouse through this strengths-based program, which fosters dignity and mutual respect for all.

Responsibilities:

- Oversight, management, and participation in the day-to-day operations of the Clubhouse
- Develop a Clubhouse culture that is welcoming, safe, and supportive for all
- Recruit, train, supervise, and evaluate staff; provide bi-monthly supervision and support
- Develop and implement strategies for recruitment and retention of members
- Develop and maintain relationships and partnerships with community mental health agencies, funders, and other organizations in the local community
- Manage Clubhouse budget; actively participate in fundraising and grant proposal preparation
- Staff and provide leadership to Clubhouse Advisory Committee. Work collaboratively with auspice agency and its Board of Directors on alignment of program/agency goals and objectives
- Work with management, staff, Advisory Board and Clubhouse members to establish policies and procedures for the program
- Ensure that the program meets the requirements for state licensure and accreditation certification
- Ensure that authorizations and fee-for-service billing are prepared and submitted accurately and on time

Essential Competencies:

- Excellent leadership and communication skills with a collaborative, flexible work style. Ability to motivate and work effectively with members, staff, and community partners
- Knowledge and comfort with mental health population/diagnoses, therapeutic interventions, and crisis management
- Ability to work independently, problem-solve and implement solutions
- Ability to work varied hours, including evenings and weekends

Essential Qualifications:

- Bachelor's degree and Certified Psychiatric Rehabilitation Practitioner (CPRP) certification, with a minimum of three years' managerial experience with continually increasing responsibilities in a Clubhouse or non-profit service organization

OR,

- Bachelor's degree in human service field with a minimum of 3 years' experience in managerial experience in mental health direct service, 2 years of which must be work experience in PRS.
- Certified Psychiatric Rehabilitation Practitioner certificate (CPRP) is strongly preferred; must achieve certification within two years of hire
- Knowledge of Jewish culture a plus
- Proficient in Microsoft Office software.
- Satisfactory driving record and current insurance

Salary range: 65,000-75,000/ Competitive benefit package includes health and dental insurance, paid time off and retirement plan with employer match.

For more information about The Sally and Howard Levin Clubhouse, visit www.howardlevinclubhouse.org. For more information about JRS, please visit www.jrspgh.org.

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

JRS is an Equal Opportunity Employer who welcomes people of all backgrounds. People with disabilities are encouraged to apply.