

## **Sally and Howard Levin Clubhouse – Seeking Area Coordinator/Psychiatric Rehabilitation Worker with Kitchen specialization**

The Clubhouse is a dynamic program for adults that offers individuals hope, and the chance to move beyond their illness and achieve their full potential. 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 Area Coordinator works with members to manage food preparation, establish menus, and build relationships. The coordinator also manages Transitional Employment jobs and participates in Clubhouse social activities.

### **RESPONSIBILITIES**

- Responsible for engaging, educating, and supporting clubhouse participants in all aspects of the assigned work area.
- Assumes bottom line responsibility for establishing menus, overseeing daily and special event meal preparation, and purchasing of ingredients.
- Assures that the Clubhouse food purchases remain within budget.
- 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.
- 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 all participants as needed.

### **SPECIFIC POSITION REQUIREMENTS**

- Transports Clubhouse participants 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.
- Proficiency with Microsoft Office programs

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

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in social work or related field and one (1) year of Mental Health direct service. Basic computer skills required.

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.

OR

Any equivalent combination of experience and training.

Equal Opportunity Employer

To apply, please send resume and cover letter to: [ngale@jrspgh.org](mailto:ngale@jrspgh.org)