

Van Buren Community Mental Health

NOTIFICATION OF EMPLOYMENT OPPORTUNITY

Effective: October 3, 2018

Title: Clubhouse Generalist **Position Number: C318030**

Program: HOPE Center	Office Location: Hartford	Status: Regular Full-Time, 37.5 hrs/wk
Union: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Benefits: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Salary Scale: \$13.63-17.39/hr

Basic Responsibilities:

Works closely with HOPE clubhouse members as colleagues and generalist in all clubhouse activities. Coordinates with VBCMh staff and programs, family members, and other advocates in the community to support members in their recovery. Supports and services may be provided at HOPE Center or in community settings.

Summary of Required Qualifications:

- High school diploma or GED.
- One year experience working with adults with mental illness.
- Demonstrated ability to effectively communicate in verbal (including telephone), written and electronic form.
- Physical ability to push/lift/carry up to 25 pounds in order to carry out Food Services activities and assist customers with mobility, including loading wheelchairs into vehicles, and provide similar supports.
- Adequate physical strength and abilities to satisfactorily complete required trainings.
- Ability to successfully complete required clubhouse training to implement and follow the clubhouse model.
- Michigan driver's license and an acceptable driving record in accordance with agency standards.

Summary of Essential Job Functions:

- Works directly with HOPE clubhouse members in accordance to the Michigan Provider Manual and Clubhouse International Standards.
- Engages HOPE clubhouse members in Food Services and Member Services units by working alongside them in those units.
- Assists HOPE clubhouse members with obtaining/sustaining housing, employment and education.
- Facilitates maximum member independence and integration in the community.
- Encourages HOPE clubhouse members to take an active role in their own lives and to make their own decisions to achieve desired outcomes.
- Works as a colleague with HOPE clubhouse members in all clubhouse and community activities.
- Initiates and maintains communication between HOPE clubhouse members and staff, VBCMh programs, employers, natural supports, providers, medical personnel, and others to support members in their recovery.
- Works with HOPE clubhouse members in completion of monthly documentation, including member self-assessments and review of progress on clubhouse goals.
- Provides accurate, objective, and timely written and verbal documentation of members' progress in reaching individualized life goals.
- Provides accurate, objective input and feedback to member's primary VBCMh provider regarding individualized person-centered plans.
- Provides transportation and other needed supports.
- Attends meetings as assigned to receive and provide input on issues including support strategies, staff training, and general communication.
- Performs other job-related tasks as assigned by supervisor.

To apply, submit a cover letter and resume to the HR Office by 5PM ON OCTOBER 15, 2018:

Human Resources Office, 801 Hazen Street, Suite C, Paw Paw, MI 49079
Contact: Christine Johnson at (269) 655-3313 or cjohnson@vbcmh.com

Approved by:

Equal Opportunity Employer

Debra Hess, CEO

