

# Van Buren Community Mental Health

## EMPLOYMENT OPPORTUNITY

Effective: September 17, 2021

**Title: Clubhouse Generalist**

**Position Number: C318030**

<b>Program:</b> HOPE Center	<b>Salary Range:</b> \$27,787 - \$37,164 per year	<b>Status:</b> Regular Full Time; 37.5 hrs/wk
<b>Benefit Eligible:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Office Location:</b> Hartford	<b>Union Eligible:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

### 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.
- 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.
- Ability to successfully complete required clubhouse training to implement and follow the clubhouse model.
- Possess and maintain a valid Michigan driver's license and an acceptable driving record.

### 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.

**To apply, submit your resume and cover letter by email to the HR Office by September 27, 2021:**

Chris Johnson, Personnel Specialist, [cjohnson@vbcmh.com](mailto:cjohnson@vbcmh.com)  
Human Resources Office, PO Box 249, Paw Paw, MI 49079

**Equal Opportunity Employer**

Approved by:

  
Debra Hess, CEO

