

California Clubhouse

A community of recovery, hope, and dignity
for people who live with mental illness.

The Position

Title: Program Staff Generalist

Type: Full Time, Hourly

Salary: Commensurate with Experience, Health Benefits, and Paid Time Off

The Opportunity

California Clubhouse is a free and voluntary social/vocational program for adults 18 and older living in San Mateo County who suffer from severe mental illness. The Clubhouse is an international, evidenced-based model of recovery that began in New York's Fountain House almost 70 years ago.

Clubhouse staff hold a professional level, direct service position in a generalist role, though candidates may also be asked to focus in an area of expertise as determined by the organization and member's needs. Central to the Program Staff Generalist role is engaging members in all aspects of clubhouse operation. This engagement is performed by helping members to experience a sense of belonging and being needed in the clubhouse community, with a focus on strengths, talents, and interests. Staff will offer a positive, supportive relationship that helps promote hope, choice, wellness and recovery for participants while working together as colleagues and mentors.

Core Responsibilities

- Facilitate assigned tasks and projects in a timely manner, maximizing members' skills, talents, engagement, and leadership.
- Plan and coordinate work to meet the needs of the Clubhouse and its Members.
- Develop long and short-term strategic plan for clubhouse work; support keeping the work on-task; and develop work in collaboration with Members, Program Director, and Executive Director. Lead Clubhouse projects as needed and assigned.
- Complete paperwork as assigned, meeting all deadlines.
- Participate in the Clubhouse's Transitional Employment Program (TE), paid jobs for Members in the community. Manage TE placements by learning the job; developing work relationships; choosing, training and supporting members on the job; and as a clubhouse work-priority, providing TE job coverage whenever necessary.
- Facilitate Supported, Independent and Entrepreneurial Employment, and Educational opportunities for members in the community, as needed.
- Cover, on a rotating basis, evening, weekend, and holiday social programs. Participate in Clubhouse functions and events as needed, and attend out-of-town trainings (up to 3 weeks), conferences (up to one week), and advocacy activities (day trips).

- Assist Members to develop and assess personal, career, housing, and social goals and objectives.
- Provide education and support the use of community resources that promote well-being, self-determination, independence, satisfaction, self-sufficiency, and foster self-advocacy, including areas such as Financial Benefits, Community Support Services, Career Development, Mental and Physical Health, Job, Family, and Friends.
- Make presentations, and support member participation in presenting to the Clubhouse Community and International Seminars and Conferences.
- Advocate for the Clubhouse and its Members with Politicians, Community Service providers such as Housing, Doctors, Psychiatrists, DMV, including attending appointments with Members when needed to advocate, direct and model communication between members and service providers.
- Provide training and support to new members, staff, interns, volunteers, and clubhouse colleagues as necessary.
- Facilitate clubhouse evaluation, action-planning, reportage and follow-up for work area and clubhouse, regularly and in preparation for Accreditation by Clubhouse International Faculty. Monitor priorities, progress, and shifts.

Desired Qualifications

- Ability to listen, problem solve, and multi-task effectively.
- Ability to work with a sense of urgency and excitement about the work of the clubhouse.
- Ability to communicate effectively, verbally and in writing. Employ highly developed communication skills including cultural, language, and computer competency.
- Ability to demonstrate adherence to a strengths-based perspective in words and actions.
- Ability to adhere to Clubhouse philosophy and applicable federal, state, county, and local guidelines in carrying out job duties.
- Ability to perform work “side-by-side” with members, creating an atmosphere and general policy in which work, leadership, and power are given to members whenever possible, with the necessary support to enjoy and succeed.
- Ability to encourage Member’s to interact with and mentor other members, staff, and clubhouse colleagues.
- Result-oriented, responsible, organized, flexible, and a self-starter.
- Kind, cheerful, outgoing, considerate, patient, tactful, and good judgment.
- Enjoy a diverse work team and able to quickly establish productive relationships.
- Diverse computer competencies
- *A Bachelor’s Degree in related field or unique skill set is preferred*

For consideration: Please send your resume and a cover letter that articulates your interest, qualifications, and salary requirements for this position to: searchescaclubhouse@gmail.com

California Clubhouse
 210 Industrial Rd., Suite 102
 San Carlos, CA 94070
www.californiaclubhouse.org