

Supported Employment Coordinator, California Clubhouse, Inc.



Position Type: Full Time (40 hours), Non-Exempt, Hourly. The position includes evening and weekend programming, approximately one evening per month and one weekend day/month.

Salary & Benefits: \$25.00-\$27.00/HR Depending on Experience. Paid Time Off and Health Benefits (medical, vision and dental insurance), and CalSavers retirement savings program.

Reports To: Program Director

The Opportunity

California Clubhouse is seeking dynamic, hard-working, compassionate individuals with hands-on experience who wish to make a difference in the lives of adults recovering from mental health challenges!

The Clubhouse serves residents of San Mateo County in California who are rebuilding their lives while living with major mental health challenges. We provide consistent pathways to opportunities and progress for these individuals. The Clubhouse model for mental health recovery is a community-based organization, located in San Carlos, where people can go every day during business hours to work on overcoming the obstacles they face. The Clubhouse also offers a social program on evenings, weekends, and holidays to support a healthy work/recreational life balance.

California Clubhouse is part of the thriving, global Clubhouse community that is creating hope and opportunity for those recovering in mental health. The Clubhouse network provides access to best practices, standards, and an ongoing culture of depth and innovation.

The goal of the Clubhouse is to be a diverse and inclusive workforce that is representative of the members we serve and our greater community. At California Clubhouse, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates with no discrimination based on race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristics protected by applicable law.

The Clubhouse strives to protect its peers and see the value in having diverse staff with lived experience. The goal of the Clubhouse is to recruit, develop, and retain the most talented people from a diverse candidate pool!

The Position

A Clubhouse Supported Employment Coordinator holds a direct service position assisting members (program participants) in obtaining and maintaining employment that is consistent with their vocational goals and the Clubhouse International Standards.

Job Duties Required:

- Engage members and establishes trusting, collaborative relationships directed toward the goal of competitive employment in community job settings with other workers without psychiatric disabilities.
- Conduct job development and job search activities directed toward positions that are individualized to the interests and uniqueness of the member.
- Perform outreach to local businesses to develop employment partnerships for the Clubhouse Supported Employment Program.
- Coordinate development and expansion of Transitional Employment position opportunities for members, meeting Clubhouse International supported employment benchmarks.
- Work with Placement Managers (staff) to assist members in onboarding and retaining employment.
- Serve as a primary liaison between the Clubhouse Supported Employment Program and employers/businesses.

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California Clubhouse Inc. is a 501(c) (3) nonprofit organization.

- Assist members in obtaining information about their benefits (e.g., SSI, Medicaid, etc.) and how they will be affected by employment in order for members to make informed decisions about employment opportunities. Refer members to benefits counseling, as needed.
- Provide individualized follow-along support to assist members in maintaining employment, including on site job coaching.
- Educate and support employers as agreed upon by members that may include negotiating job accommodations and follow-along contact with the employer.
- Provide outreach services as necessary to members when they appear to disengage from the service. Uses a variety of methods to provide outreach (phone, email, visitation).
- Maintain communication with vocational rehabilitation counselors (DOR) regularly to coordinate services for members.
- Develop job support plans with the member using input from the member, mental health workers, family members, past employment experiences and information about current job.
- Conduct work both in-house at the Clubhouse and in the broader community, ie. meeting members at community locations such as home, workplace, coffee shop, library, VR office, family home, etc. or taking members to apply for jobs, investigate local GED or colleges, etc.
- Working with members and staff, coordinate supported education opportunities, using principles similar to supported employment, for members who express interest in education to advance their employment goals.

Core Responsibilities:

- Develop relationships with employers by learning about their businesses, hiring practices, hiring preferences etc., over multiple visits.
- Investigate the local business community to learn about different employers and types of jobs available.
- Utilizes good member interviewing skills to learn about individual preferences, past experiences, hopes and concerns regarding employment.
- Effectively collaborate with mental health practitioners, VR counselors, family members and other members of the vocational unit.
- Utilize a strengths-based approach when serving members by recognizing each person's skills, experiences, personal values that support employment.
- Employ a recovery-based orientation including the belief that people learn from their experiences, develop new skills, and achieve life goals over time.
- Keep current with, and applies, new work methods, skills, and technologies to complete work.
- Assist with finding and accessing resources such as work incentives planning, local schools, available transportation, etc.
- Use a problem-solving approach when faced with challenging or difficult situations.
- Conduct work in community settings as well as on site in the Clubhouse.
- Assist individuals to analyze each work experience for lessons learned, using input from employers, the worker, mental health practitioners, VR counselors, family members or others.
- Write person-specific career development plans that are congruent with each person's goals and include specific steps that will be taken to meet those goals.
- Provide timely documentation and reports that meets requirements of various funding sources.
- Education and experience are equivalent to undergraduate degree in mental health, social services, or business.
- Experience working with people with serious mental illness, experience providing employment services, and knowledge of the work world are preferred.
- Work as an effective team player is essential but also able to be a self-starter and work independently.
- Must have excellent written and verbal communication skills both in person and virtually.
- Must be proficient in Office 365 suite and social media apps such as LinkedIn.
- Must have the ability to make presentations regarding supported employment to employers, business leaders, and VR counselors.

Strong candidates will possess as many of the following qualifications as possible:

The Clubhouse recognizes that this position encompasses several different core responsibilities. Therefore, the Clubhouse is committed to training and supporting staff to strengthen their abilities in each area.

- A deep commitment to the California Clubhouse mission and vision.
- Hands-on experience and/or at least one year of experience working with adults with mental health challenges *preferred*.
- Experience working as a Peer Support Specialist or have been trained/certified in Peer Support.
- Fluency in languages other than English, specifically Spanish, Chinese, or Tagalog
- Understanding of/interest in mental health as well as physical health.
- A passion for helping people with mental health challenges succeed.
- A valid California's driver's license with clean driving record or willingness and commitment to acquire a driver's license within first 30 days of employment.
- Strong organizational, multi-tasking and time management skills.
- Availability to work a full-time position that may require emergency "off schedule" hours and attend out-of-town trainings (up to 3 weeks per year), international and/or national conferences (up to one week/year), and advocacy activities (day trips).
- Diverse computer competency and media development skills.
- Ability to provide clear, concise, caring community feedback and problem solve by consensus,
- Proven ability to work with a sense of urgency and excitement about the work of the Clubhouse.
- Result-oriented, responsible, organized, flexible, and a self-starter.
- Possess a bachelor's degree in a related field or unique skill set is *preferred*.

To apply, please submit your resume and a cover letter that answers the following questions and that includes your qualifications. Send cover letter attention: Erica Horn, Executive Director ericahorn@californiaclubhouse.org

**Please note that staff are required to be able to lift up to 50 lbs, work at various locations (onsite and in the community), conduct all operations of the organization including but not limited to facility maintenance, janitorial, food prep and service, customer service, stocking of shelves, drive Clubhouse vehicles, sit at desk for more than one hour at a time, talk on the phone, attend Zoom meetings with video on, work on a laptop/computer for more than an hour at a time, work with equipment (dishwasher, oven, copier, etc.), and transition from sitting at desk to moving around the facility frequently during the day.*

It is highly encouraged if you wish to apply for this position that you review the following websites to gain better understanding and insight of the model and standards of the Clubhouse community.

- californiaclubhouse.org
- clubhouse-intl.org