

**The Centers, Inc.**

**Job Description**

<b>Job Title</b>	Clubhouse Generalist	
<b>Program</b>	Clubhouse Services	<b>JD#</b>
<b>Department</b>	Citrus County Services	<b>Staff*</b>
<b>Report To:</b>	Clubhouse Coordinator	<b>Classification</b> Non-Exempt
<b>Paygrade:</b>	4	<b>Date Updated</b> 11/21/2013
<b>Exposure Class:</b>	0	
<b>Driver's Class:</b>	0	

**SUMMARY:**

This position is responsible for working in partnership with the Clubhouse Coordinator, other Clubhouse Staff and Clubhouse Members to continuously achieve the mission and goals of the Clubhouse community. As a member of the Clubhouse team, this position will assist the members in determining and achieving personal goals.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned):**

This position requires adopting and promoting the International Standards for Clubhouse Programs which are a guide to this job description.

The position will assist the members to make changes that will empower them to focus clearly on specific goals related to the work ordered day, employment, relationship building, housing and functioning at the highest level possible.

- A. In the Office Unit the Generalist assists with the overall organization of the office unit, which includes filing, data collection, information technology management, and other office related needs. The generalist would provide education and mentoring in the learning of job tasks, managing stress, and will perform assessment of job skills and assist members in maximizing their potential.
- B. In the Transitional Employment Unit the Generalist assists with the effort to help members get independent jobs, to support their working, and to help members upgrade to better jobs when that is their goal.
- C. Duties in the Kitchen/Snack bar include assisting the members to develop healthy menus, plan and prepare the meals, clean up and organization of work environment, and budgeting skills.

**With the member, develop evaluations and assessments on individuals referred to the Clubhouse:**

Completes paperwork required by funding source to include, but not limited to, evaluations and assessments. Responds to all referrals appropriately and in a timely manner.

**Develops specific plans and updates them on a regular basis in concert with the members:**

In accordance with funding source requirements and in line with Clubhouse International standards, develops a work plan within 30 days of the initial evaluation. Updates plan whenever changes occur and/or at least once every six months.

**Work Ordered Day:**

Assist the coordinator to ensure that the work of the clubhouse is generated by the clubhouse in the operation and enhancement of the clubhouse community. Encourage members to participate in the full work ordered day. Please note that in this position you do not complete the task for the member but work in partnership to complete the tasks of the clerical or kitchen units.

**Assist with data collection and information technology management efforts:**

As coordinator requests, obtain financial and clubhouse related data. Organize the information using Microsoft Access and Excel to ensure data can be retrieved in a timely manner. Assist in organizing physical and electronic Clubhouse records. All of these tasks should be completed with the assistance of member(s).

**Assist with Transitional Employment Placement opportunities for members:**

Provide opportunities for TEP regardless of success or failure in previous placements. Provide assistance to members through vocational problems. Assist the coordinator to ensure that the clubhouse enables members to return to paid work through transitional, supported, and independent employment.

**Report all paid work to appropriate regulatory agencies:**

Work with members to ensure all paid work is reported to Social Security. Assist with the preparation of employment reports for all appropriate agencies dealing with members' benefits.

**Utilizes and supports the philosophy, objectives, policy and procedures of the Centers:**

Advocates for members and families and interacts with members and families in a manner which reflects cultural sensitivity.

Follows applicable laws as set for by such governing bodies as the Department of Children and Families, AHCA, CARF, Medicaid, Florida Administrative Codes, third party payers, State contracts, etc. Participates in quality improvement activities, staff meetings, in-services and external training. Follows the procedures set forth in the Center-wide, Departmental, Personnel and Compliance Manuals. Assures that the members' rights are protected and reports any abuse/neglect to the proper authority.

**Relates to the agency clients, the public, program staff, and colleagues in a manner that is consistent with the Center's standards:**

Demonstrate courtesy in interactions with Center staff, clients, employees of the Center and co-workers. Follow the Center's standards for ethical behavior and treatment. Strictly adhere to the Center rules of confidentiality and state regulations relating to HIPPA.

**Computer/Typing Skills:**

Must be able to type 35 correct WPM and be familiar with Microsoft environment.

**Other duties as assigned by supervisor.**

**Must maintain legible penmanship while documenting into charts, files, notes, etc. Reports to work as scheduled and on time.**

**Additional Functions:**

Relates to the agency clients, the public, program staff, and colleagues in a manner that is consistent with the Center's standards.

Demonstrate courtesy in interactions with Center staff, clients, employees of the Center and coworkers.

Follow the Center's standards for ethical behavior and treatment.

Strictly adhere to the Center rules of confidentiality and state regulation relating to HIPPA.

**Supervisory Responsibilities:**

None

**Work Schedule:**

The work schedule requires flexibility to meet the needs of the Clubhouse Community. The normal work schedule is Monday-Friday, 8am-5pm. Rotation to cover Clubhouse Activities on Weekends and Holidays is required.

**Qualifications:**

To perform this job successfully, an individual must have an understanding and commitment to the Clubhouse International model of psychiatric rehabilitation and the underlying values and principles. Must have experience in the not-for-profit and human service program management.

**Education and/or Experience:**

A minimum of a Bachelor's degree in a human service related field from an accredited college or university with minimum of five years working with people living with mental illness.

**Language Skills:**

Ability to read, analyze, and interpret professional journals and government regulations. Ability to write reports, business correspondence, and psychosocial reports. Ability to effectively present information and respond to questions from groups or colleagues, staff, members, and the general public.

**Mathematical Skills/Computer Skills:**

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute ratio, rate and percentages and to draw and interpret bar graphs. Experience with Microsoft software and ability to utilize a computer to track member services is a must.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with several abstract and concrete variables.

**Certificates, Licenses, Registrations:**

Valid Florida Driver's License/acceptable driving record.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, use hands, fingers, and reach with hands and arms. The employee is occasionally asked to lift and/or move up to 30lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Must have the ability and training to deal with members and families in crisis.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment is pleasant and comfortable. However, work involves constantly being around seriously disturbed psychiatric clients who may decompensate. The noise level in the work environment is usually moderate.

**Safety Policies and Procedures:**

All employees must be knowledgeable of and follow the Center's policies and procedures.

**Training Requirements:**

Employees are responsible for compliance of annual trainings as mandated by Florida Statute and specified in the Employee Handbook as well as trainings mandated for his/her specific discipline. Please refer to the training matrix provided to your program Director. Additional training will be required on the International Standards for Clubhouse Programs by Clubhouse International. These trainings may be out of state and will be for one to three weeks of length. The Center's will provide this training for the Employee. If the Employee leaves the agency within one year of completion of the training, the Employee will be responsible for reimbursing the Center's for this training on a prorated basis.

**EMPLOYEE SECTION**

I certify that I am able to perform the essential functions of this job – **please check which applies to you.**

\_\_\_\_\_ **WITHOUT** reasonable accommodations(s)

\_\_\_\_\_ **WITH** reasonable accommodation(s)

By my signature below, I certify that I have read and understand this job description.

I also acknowledge that I have received a copy of same on this date: \_\_\_\_\_

PRINT NAME	SIGNATURE	DATE
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