### Job Posting

**TITLE**
14021 Lead Clubhouse Specialist

**CATEGORIES**
FTE

**CLASSIFICATION**
Lead Clubhouse Specialist

**CLOSING DATE**
4/25/2014

**PERCENT OF TIME**
100%

**PERSONNEL CODE**
14021

**PROGRAM**
Yahara House

**UNION STATUS**
Professional Bargaining Unit

**SALARY**
$36,916.98 – $42,454.52

**JOB INFORMATION**

**SUMMARY:**
Yahara House is a SAMHSA evidence-based Clubhouse. The Lead Clubhouse Specialist (LCS) at Yahara House models Clubhouse values in all aspects of job responsibility. S/he promotes the empowerment, strengths and recovery of individual YH members (consumers). S/he models working side by side with members as respected colleagues to enhance members’ self esteem, confidence, hope, skills, opportunity and sense of community. Duties include providing culturally competent, strength-based case management, crisis, psychosocial recovery, employment and related support services. Members who have a history of serious and persistent mental illness bring many gifts to their own and others’ recovery. The LCS works in partnership with members to assess, develop and implement individual recovery goals that acknowledge and incorporate the member’s own declaration of her/his needs, goals, values, world views, traditions, definition of family, and helping resources. The LCS works side by side with members in fulfilling the day-to-day work of the Clubhouse, helping to job coach members at employment sites and supporting members’ recovery goals. The LCS is committed to providing services that value diversity, are inclusive and promote multiculturalism. The LCS works independently to meet production expectations and all required paperwork. The LCS is a strong team player and promotes a team approach with other colleagues and efforts throughout the Clubhouse. S/he is supervised by a Yahara House Clubhouse Coordinator.

**QUALIFICATIONS:**

**ESSENTIAL**
- Undergraduate degree in related human services + 2 years relevant experience
- Demonstrated ability and skill to work side by side with members (consumers) as
colleagues in meaningful Clubhouse work to enhance members’ self-esteem, hope and sense of community.

- Demonstrated ability and skills to provide strength-based psychosocial recovery assessments, treatment planning, and crisis and case management services to persons with serious mental illness
- Demonstrated ability and skills to learn, teach, and coach job skills at work sites
- Demonstrated ability and skills to work effectively as a member of a team
- Demonstrated commitment to valuing diversity and different worldviews, recognizing personal limitations and working on an ongoing basis to gain cultural self-awareness, knowledge, and skill
- Must be available for 2 weeks training at a nationally recognized Clubhouse
- Must work occasional (7-9 days/yr.) evenings, weekend days, and holidays

PREFERRED

- Is currently licensed in the State of Wisconsin as a Certified Alcoholism and Substance Abuse Counselor.
- Experience and skill in providing cross-cultural services, with solid working relationships with communities of diversity
- Bilingual in Spanish and English
- Master’s Degree in related human services
- Licensed by State of Wisconsin as CSCD, LCSW or LPC

RESPONSIBILITIES:

I. Psychosocial Recovery And Case Management (50%)
Provide culturally competent psychosocial recovery and resource (case) management for approximately 17 members that build on her/his strengths. Develop individual plans that acknowledge and incorporate the member’s declaration of her/his needs, goals, values, beliefs, world views, traditions, customs, definition of family, helping resources and spirituality. Provide ongoing support services in a culturally competent manner to help each member to achieve her/his goals. Responsibilities include:

1. Individual/annual goal planning that promotes self-esteem, hope, and skill
2. Engage members in Clubhouse work
3. Advocate for, coordinating and assisting members in a culturally competent manner with individual needs, such as: financial/benefits counseling; social/recreational; medical; educational/vocational; residential; legal; living skills, etc.
4. Assist/coordinate services with community providers
5. Provide crisis management by communicating & coordinating services, as needed, with crisis unit, hospital staff, and other service providers

II. Clubhouse Departments (30%)
Engage and empower members in a culturally competent manner in order to promote her/his strengths, self-esteem, hope, skills and sense of community by:

1. Working side by side with members to perform the necessary work of the Clubhouse within the department. (For example, answering phones in Biz, making lunch in the Cafe, or putting together the daily news in Membership and Communications)
2. Empowering members to take leadership roles within the department and within the Clubhouse as a whole
3. Encouraging members to take on challenging work
4. Maintaining responsibility for assuring that all of the work of the department is fulfilled
5. Maintaining strong commitment to the Clubhouse model as evidenced in day-to-day work

III. Employment (10%)
Manage in a culturally competent manner up to 2-3 Transitional Employment Placement (TEP) work sites by:

1. Developing a working relationship with the work site supervisor
2. Participating in on the job training provided by employer
3. Developing comprehensive detailed task analysis/job description
4. Recruiting interested YH members for the TEP
5. Providing on the job training for YH member
6. Following members progress on the job through on going contact with direct supervisors, and assist in developing training strategies/accommodations
7. Filling in for YH member when member is not available to work
8. Assist members in identifying vocational goals consistent with their recovery
9. Attend DVR meetings with members and vocational staff
10. Assist Vocational staff with relevant job development
11. Encourage members to report wages to Social Security and log job changes for employment data

IV. Administration, Leadership (High Responsibility (10%)
Participate in scheduled Clubhouse meetings, and other service planning meetings, as appropriate

1. Document significant contacts in database and keep up to date with required paperwork
2. Meet production expectations
3. Be an effective team member at YH
4. Represent and promote the Journey Mental Health Center’s and YH’s culturally/clinically competent service mission to other providers, and the general public
5. Provide consultation about culturally/clinically competent mental health and related services to outside persons, as requested
6. Assume an active role that promotes JMHC’s and YH’s mission, vision and values
7. Participate in JMHC and YH trainings and discussions on cultural competence to continually work to improve cultural self-awareness, knowledge and skills
8. Participate in Clubhouse trainings and discussions to continually work to improve Clubhouse knowledge and skills, including going to ICCD and Wisconsin coalition seminars
9. Assume other Clubhouse responsibilities, as assigned

The above statements are not to be interpreted as an exhaustive list, but are intended to describe the general nature and level of work being performed by this employee.
Applications are available:

- at www.journeymhc.org/careers
- or pickup at Journey Mental Health Center, 625 W Washington Ave., Madison, between 8 a.m. and 8 p.m. Monday-Thursday and 8 a.m. to 5 p.m. Friday

Resumes are NOT accepted in place of completed application forms, but can be attached. Employment is contingent upon a receipt of favorable results of background history and driver’s record check.

Journey Mental Health Center is an Equal Opportunity/Affirmative Action Employer. It is the agency’s belief that staff diversity and cultural competence are the foundation for services, which are accessible, effective, and relevant to the diverse needs of Dane County children, youth, families, and adults. Women, disabled, and culturally diverse applicants are strongly encouraged to apply.