# Job Posting

<table>
<thead>
<tr>
<th>TITLE</th>
<th>15079 Clubhouse Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORIES</td>
<td>FTE</td>
</tr>
<tr>
<td>CLASSIFICATION</td>
<td>Senior Clinical Specialist III</td>
</tr>
<tr>
<td>CLOSING DATE</td>
<td>Until Filled</td>
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<tr>
<td>PERCENT OF TIME</td>
<td>100% FTE</td>
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<tr>
<td>PERSONNEL CODE</td>
<td>15079</td>
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<tr>
<td>PROGRAM</td>
<td>Yahara House</td>
</tr>
<tr>
<td>UNION STATUS</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>SALARY</td>
<td>$42,543 (Minimum Annual Salary)</td>
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<tr>
<td>JOB INFORMATION</td>
<td>SUMMARY: The Clubhouse Coordinator promotes clubhouse values throughout the community. S/he models working side by side with members as respected colleagues. S/he helps ensure meaningful work and meaningful relationships that enhance members’ self esteem, confidence, hope, skills, opportunity and sense of community. S/he promotes inclusion of members in all key decisions about departments, the clubhouse and their own lives. S/he works to engage YH colleagues in a culturally competent manner, and is committed to providing clubhouse services that value diversity and inclusion. S/he is responsible for coordinating and managing the day-to-day operations of the Clubhouse’s Membership and Communications Department and supervising, mentoring and supporting clubhouse staff that work in the Membership and Communications Department, as well as the Clubhouse Wellness Trainer. S/he coordinates the day-to-day physical, environmental and budgetary needs of the Membership and Communications Department. The Clubhouse Coordinator position requires a high level of organizational skills, attention to detail, and implementing effective and efficient structural processes necessary for a smooth department operation. S/he is a senior clinician with excellent clubhouse skills who serves as a consultant to the clubhouse and larger community. S/he has lead responsibility to model clubhouse values as they apply to recovery, case management, social, employment and crisis services. S/he is a strong team player and promotes a team approach with other colleagues and efforts throughout the clubhouse. S/he provides assessment, treatment planning, consultation, case management, work support, and crisis services for individual members. S/he functions as part of a clubhouse supervisory team to help identify concerns, clarify strategies and implement a clubhouse-wide coordinated effort. S/he assumes a lead responsibility to assist the clubhouse to continue</td>
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to move forward in being the best clubhouse we can be, and in being fully certified by Clubhouse International and the State. S/he is supervised by the Clinical Team Manager.

QUALIFICATIONS:

ESSENTIAL

- Master’s Degree in a related behavioral health field, and willingness to obtain licensure as an LCSW, LMFT, or LPC within 3 years of date of hire
- Minimum of 3 years experience working in a clubhouse model
- Excellent leadership skills in working side by side with members as colleagues in meaningful clubhouse work to enhance members’ self-esteem, confidence, hope and sense of community
- Excellent organizational skills, attention to detail, and ability to set program priorities and develop and implement structural processes that are cost-effective, consistent, time-sensitive, and easy to follow
- High degree of proficiency in promoting the inclusion, empowerment and leadership of members in every phase of departments and clubhouse
- Excellent understanding of the principles and daily operation of clubhouse values, and the leadership skill to effectively communicate these values verbally and in writing
- Excellent leadership skill in providing clinical consultation, attending to detail, meeting timelines, and organizing complex information in order to supervise department staff and coordinate functions within a clubhouse framework
- High degree of proficiency in teaming with other colleagues across all aspects of the clubhouse
- Minimum of 3 years clinical experience and excellent leadership skill in providing strength-based assessment, case management, employment and crisis services to persons with serious and persistent mental illnesses, working within a clubhouse model, and to promoting members’ self-determination, strengths and recovery as they individually define it
- Strong ability to work effectively cross culturally, to value diversity and different worldviews, to recognize personal limitations and to work on an ongoing basis to strengthen personal cultural self-awareness, knowledge and skill
- Must work occasional (7-9 days per year) evenings, weekend days, and holidays.
- Possession of a valid driver’s license, a favorable driving record, adequate insurance (per WI law) and access to a vehicle.

PREFERRED:

- Bilingual in Spanish/Hmong and English

RESPONSIBILITIES:

A. Coordinate And Oversee Department Functions And Supervision Of Department Staff (50%)

1. Working collaboratively with the larger clubhouse, ensure and oversee that the Membership and Communications Department has a diverse array of meaningful work, consistent with clubhouse standards.
2. Coordinate and oversee Membership and Communications Department activities; engage and empower members in a culturally competent manner in order to promote strengths, self esteem, hope, skills and sense of community by:
   A. Promoting clubhouse decision making with members about what tasks need to be accomplished by the department, how members want to organize tasks and ensuring there is a wide diversity of challenging and fulfilling work to meet individual members’ recovery needs, as they define it
   B. Promoting clubhouse processes for members by having open discussions within the departments about issues that effect them within the department, clubhouse and community
   C. Promoting members to take meaningful leadership roles within the department and within the clubhouse
   D. Promoting ongoing ways to recognize members publicly for their contributions in the departments, clubhouse and community
3. Working side by side with members to perform the work of Membership and Communications Department and to accomplish the goals outlined above.
4. Assuring that work of the department is fulfilled in an organized, efficient process, with great attention to detail and to structural processes necessary for the effective, smooth and fiscally sound operation of the department.
5. Maintaining responsibility for outreach to members who start dropping away from departments for no apparent reason.
6. Supervising, mentoring, guiding and supporting staff who work in Membership and Communications Department as well as Clubhouse Wellness Trainer; modeling behaviors that promote the goals outlined above, and helping each staff member to be the best s/he can by providing culturally competent recovery focused services to each member within a clubhouse model.
7. Coordinating staff schedules and job responsibilities for persons supervised; coordinating and making recommendations to Program Manager regarding recruitment, hiring, and retention of staff in Membership and Communications Department and related personnel matters; co-writing and signing performance reviews for Membership and Communications Department staff, as well as Clubhouse Wellness Trainer; helping staff to set and meet goals, including required training goals for cultural competence.
8. Supervising, providing ongoing guidance, feedback and support to staff who work in Membership and Communications Department and Clubhouse Wellness Trainer about their written assessments, treatment plans, progress notes and clinical interventions to promote culturally competent, inclusive recovery focused documentation in a timely manner, and production that complies with licensing and billing requirements.

B. Provide Clubhouse/Recovery, Case Management, Crisis And Employment Support (40%)
1. Provide culturally competent clubhouse-focused recovery, resource (case) management and crisis intervention for a number of members who receive services from YH.
2. 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.
3. Provide ongoing support services in a culturally competent manner to help each member to achieve her/his goals. Responsibilities include:
   A. Individual/annual goal planning that promotes self-esteem, hope, skill.
B. Engaging members in all aspects of their recovery process.
C. Advocating for, coordinating and assisting members in a culturally competent manner with individual needs, such as: financial/benefits counseling; social/recreational; medical; educational/employment; residential; legal; and community living skills.
D. Attending staffings, as needed.
E. Assisting/coordinating services with community providers.
F. Providing crisis management by communicating & coordinating services, as needed, with crisis unit, hospital staff, and other service providers

4. Manage in a culturally competent recovery focused manner at least 1 Transitional Employment Placement (TEP) work site by:
   A. Developing a working relationship with the work site supervisor
   B. Participating in on the job training provided by employer
   C. Developing comprehensive detailed task analysis/job description
   D. Recruiting interested YH members for the TEP
   E. Providing on the job training for YH member
   F. Following members progress on the job through on going contact with direct supervisors, and assist in developing training strategies/accommodations
   G. Filling in for YH member when member is not available to work

5. Oversee that staff who work in Membership and Communications Department also manage in a culturally competent recovery focused manner an appropriate number of TEPs.

C. Administration And Leadership (10%)
1. Participate in YH and JMHC administrative/management meetings, as requested.
2. Model and promote teaming with YH colleagues throughout the clubhouse.
3. Assume a leadership role that promotes JMHC’s and YH’s mission, vision and values.
4. Provide consultation on clubhouse values.
5. Participate in 15 hours of JMHC, program and other outside trainings that focus on cultural competence/recovery.
6. Assume a leadership role in helping YH to be fully certified by Clubhouse International and State.
7. Meet with and help staff meet production and paperwork expectations.

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.