



The Clubhouse of St. Joseph County is hiring (1-2) full-time Unit Coordinators (One-Year Grant Funded positions) to work with individuals living with mental illness in our South Bend, Indiana Clubhouse location.

The Clubhouse of St. Joseph County is for individuals living with mental illness. We work with members of the Clubhouse to create opportunities to work and learn while using their talents in a community of mutually respectful relationships. Clubhouses are a powerful demonstration that people with mental illness can and do lead normal, productive lives. Clubhouses are local community centers that provide members opportunities a safe stigma-free zone to build long-term relationships that, in turn, support them in obtaining employment, education and housing.

Information on Clubhouses can be found at www.clubhousesjc.org and www.clubhouse-intl.org.

Job Responsibilities:

The Unit Coordinator shares responsibility with other Clubhouse staff for all aspects of clubhouse operations employment, community support, evening/weekend/holiday, and unit responsibilities. All Clubhouse Staff are called upon to serve as Generalists as you will apply your time, skills, information, and knowledge across units within the Clubhouse.

- Engage in the work-ordered day, and work alongside members performing the tasks of the unit (kitchen and clerical).
- Energetic engagement of members in all aspects of unit and Clubhouse operations.
- Assist members with all aspects of community support services including employment, education, and housing.
- Assist members to define their needs and formulate clubhouse goals and objectives through Person-Centered Planning.
- Evaluate progress on Clubhouse goals and work with members to make appropriate changes to support personal success.
- Participate in social recreation and wellness activities.
- Co-manage Transitional Employment Placements including development, training and coverage as a job coach.
- Order and purchase supplies and maintain inventory control and management processes.
- Provide transportation for members to and from the Clubhouse as needed.
- Able to work evenings, weekends, and holidays on a rotating basis.

Education, Experience, and Attributes:

- Associates Degree from an accredited college or university.
- Previous experience within the human services or mental health field preferred.
- Understands mental illness and passionate about working within the field.
- Able to teach and mentor.
- Must be computer literate and comfortable utilizing Microsoft Office software.
- Positive, energetic, dynamic and engaging personality.
- Kind, compassionate, and patient personality.
- Flexibility to stay late or arrive early, as needed.
- Excellent organizational skills.
- Team approach.
- Fluency in languages in addition to English is a plus.
- Must have valid driver's license.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Ability to walk, bend, stand, sit, lift up to 25 lbs., with or without assistance, stretch/reach, hear, see, hand/finger dexterity and drive. **Special Note:** This position may be called upon to cover for a Member in their Transitional Employment position. This could require of a member the following: serving as a dishwasher, or in food service, in the hospitality, housekeeping or janitorial field. Please keep these physical requirements in mind when considering this job position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in accordance with applicable laws.

Additional Information:

This position may require irregular hours. It may also require travel by personal vehicle if an agency vehicle is not available.

Must successfully pass a background check as a condition of employment. Justice-involvement will not automatically disqualify you from consideration.

Compensation up to \$40,000 annually to start, depending upon qualifications and experience, plus stipend to assist in purchasing insurance.

Applicants for employment at Clubhouse of St. Joseph County will receive equal consideration without regard to race, color, religion, national origin, age, sex, height or weight.

To apply, send your resume and letter via email, describing your interest and qualifications for the position to theresa@clubhousesjc.org. Pdf format for attachments is preferred.