



The Clubhouse of St. Joseph County is hiring a Program Manager to work with individuals living with mental illness in our South Bend, Indiana Clubhouse location. **Initially this was a one-year grant funded position, but we just received word that it has been expanded to a 3-year grant funded position!!** 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](http://www.clubhousesjc.org) and [www.clubhouse-intl.org](http://www.clubhouse-intl.org).

**The Program Manager primary responsibilities include:**

- Implement and ensure the practice of the Clubhouse philosophy and standards for Clubhouse International accreditation.
- Assist Executive Director in the hiring, orientation and training of staff and interns.
- Serve as Staff Lead on Standards and Programs Committee of the Board of Directors.
- Work with Executive Director in developing and implementing data tracking systems and outcome measurement.
- Work with Executive Director and Board of Directors in development of strategic plans, and in measuring the effectiveness of Clubhouse and satisfaction of Members.
- Make decisions regarding the administrative functioning of Clubhouse SJC in the absence of the Executive Director.
- Provide clinical supervision of program staff in accordance with Medicaid guidelines.
- Ensure timely completion of, and reviewing and signing, clinical documentation as needed.
- Organizing, scheduling, supervising, and participating in some evening, weekend, and holiday activities.
- Working toward continuous quality improvement in processes relating to outreach to members who have not been attending Clubhouse.
- Work to develop wellness centered initiatives and programs.
- Responsible for the development and overseeing of Transitional and Supported employment opportunities.
- Supervise and provide recovery centered services for members of Clubhouse SJC utilizing the Evidenced-based Clubhouse Model for Psycho-social Rehabilitation.
- Supervise and facilitate connecting members to Oaklawn Open Access for initial Assessments and Treatment Plans for new participants or returning members.
- Develop, facilitate, and ensure policies and procedures surrounding ANSAs and treatment plans for members who are primary to Clubhouse SJC.
- Work to establish collaborative partnerships with other area agencies who can supplement Clubhouse SJC goals and programs in providing more robust and voluminous community supports for Members.
- Perform other duties as assigned by the Executive Director or other designated supervisor.

**Reports to:** Executive Director

**Supervises:** Clubhouse Team Leaders and Unit Staff

**Attributes and Characteristics Found in the Ideal Candidate**

- High level of emotional intelligence
- Keen sense of the human condition
- Lived experience
- Resilient
- Empathetic
- Able to communicate effectively with a vastly diverse array of people
- Patient
- Able to have critical conversations and hold others accountable with understanding and empathy
- Able to function well in a fast-paced environment with multiple simultaneous demands and high priorities
- Calm
- Established boundaries and able to influence and guide staff in this area
- Believes in the best in people and their potential
- Applies oxygen mask to self before assisting others

**Minimum Qualifications:**

5-7 years of professional experience in mental or behavioral health. 2-4 years of management experience. Valid Driver's License.

**Preferred Qualifications:**

Master's Degree. Professional experience in an Accredited Clubhouse. Attended Comprehensive Training at a Clubhouse International Accredited Training Base. Bilingual.

**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:** The person filling this position will need to train members and be prepared to serve in their stead as needed in Transitional Employment roles calling for significant walking, standing, and physical agility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in accordance with applicable laws.

**Additional Information:**

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

Compensation up to \$60,000 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](mailto:theresa@clubhousesjc.org) . Pdf format for attachments is preferred.