

#2465 - Program Coordinator/Staff Generalist

Education: Bachelor's degree in social work, rehabilitation or related field preferred

Experience: Three (3) years of experience in the human services preferred. Flexibility and a belief in rehabilitation and recovery are essential.

Bilingual preferred (Spanish)
Equal Opportunity Employer

Main Purpose of the Position

Chelton Loft, an accredited Psychosocial Clubhouse works to provide an environment to support the growth, health and development of its members. The Program Coordinator/Staff Generalist's primary focus is to engage its Members in all aspects of the Clubhouse operations. Another aspect of this role is to offer a positive, supportive relationship that helps the Clubhouse members build self-esteem and encourage working towards identified goals, wellness and recovery.

All work is carried out in a manner that is person centered with a focus on recovery from psychiatric illness/experience and/or co-occurring disorders (CoD).

Essential Functions

- Use professional preparation in combination with lived experience to assist Members in developing and working towards personal, career, housing, and social goals and objectives.
- Facilitate assigned tasks and projects in a timely manner, maximizing Members' skills, goals, engagement, and leadership.
- Plan and coordinate work to meet the needs of the Clubhouse and its Members.
- Attends outside meetings, speaks to various groups and visits other Clubhouses in an effort to give the Loft visibility in the community and to share with and learn from other Clubhouse programs. Develop long and short-term strategic planning for Clubhouse work; support by keeping the work on-task; and develop work in collaboration with Clubhouse Members and Staff. Lead Clubhouse's projects as needed and assigned.
- Complete paperwork and case notes as assigned, meeting all deadlines.
- Participate in the Clubhouse's Transitional Employment Program (TE), paid jobs for Members in the community. Manage TE placements by learning the job; developing work relationships, training and supporting Members on the job.
- Facilitate Supported, Independent and Entrepreneurial Employment, and Educational opportunities for Members in the community, as needed.
- Cover, on a rotating basis, evening, weekend, and holiday social programs. Participate in Clubhouse functions and events as needed.

- Provide education and support utilizing of community resources that promote well-being, self-determination, independence, self-sufficiency, and foster self-advocacy, including areas such as Financial Benefits, Community Support Services, Career Development, Mental and Physical Health, Job, Family, and Friends.
- Make presentations, and support Member participation in presenting to the Clubhouse Community and International Seminars and Conferences.
- Advocate for the Clubhouse and its Members with Legislators, Community Service providers such as Housing, Doctors, Psychiatrists, DMV, including attending appointments with Members when needed to advocate, direct and model communication between Members and service providers.
- Facilitate Clubhouse evaluation, meetings and action-planning in preparation for Accreditation by Clubhouse International Faculty.

Knowledge, Skills and Abilities

- Knowledge of and ability to follow Agency policies and procedures;
- Knowledge of and ability to follow program policies and procedures
- Working knowledge of mental illness preferred
- Positive, energetic, dynamic and engaging personality
- Ability to communicate clearly and effectively both verbally and in writing;
- Ability to be flexible, adapt to changing situations, meet deadlines, and work under pressure
- Excellent organizational skills
- Ability to interact effectively and professionally with consumers, Staff, visitors, etc.
- Ability to work independently and take initiative when appropriate
- Ability to make presentations to groups and individuals
- Computer skills (Microsoft Office, Internet) necessary
- Ability to maintain good attendance and punctuality.

To Apply for the position, contact:

Nicole Mason, Recruiter
 FEDCAP Rehabilitation Services, Inc.
NMason@fedcap.org
 Phone: 646.793.2965